



Document Retention and Destruction Policy Turkish Grameen Microfinance Program (TGMP)

A) Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis

B) Emergency Planning

Turkish Grameen Microfinance Program (TGMP) records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping TGMP operating in an emergency will be duplicated or backed up in order to be maintained in an organized manner.

C) Document Destruction

Destruction of financial and personnel-related documents will be accomplished by shredding. Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

D) Compliance

Failure on the part of employees to follow this policy can result in possible disciplinary action against responsible individuals. The Board of Directors will periodically review these procedures to ensure that they are in compliance with new or revised regulations.

**TURKISH FOUNDATION FOR WASTE REDUCTION
MICROCREDIT CENTER**

(Turkish Grameen Microfinance Program)

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