

Archiving

Purpose: Ensure the project and office hard copy and electronic (soft copy) filing systems are controlled, backed up and archived correctly for future retrieval if required following the completion of a project or periodically.

Scope: All projects and offices.

Reference	Procedure	RACI
Document Management Policy	<p>The Project Leader or Business Unit Leader (Regional Director or Functional Leader) is responsible for ensuring the correct process is used to archive company records in accordance with the Laing O'Rourke Document Management Policy.</p> <p>The Document Management Policy covers the following in relation to retention of all Laing O'Rourke documentation on a project and office. This is relevant to both hard and soft (electronic) versions of documentation.</p> <ul style="list-style-type: none"> • Overview • Document Management Committee • Definition of a Document • Litigation Hold 'Do Not Destroy' Policy • Document Retention Minimum Standards • Management of Documents <p>In addition to adhering to the Document Management Policy, please refer to Step 2133 Archiving within Enabling Process for all mandated procedures, guidance's and templates relating to Archiving for hard and soft (electronic) files.</p>	<p>R – Project Leader</p> <p>A – Project Team / Administrator</p>