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- until the *completion date* or termination of this contract (unless the *Client* agrees otherwise) and subject to any applicable law or legal requirement imposing a different retention period.

### 2.3 The *Consultant* :

- preserves (in a manner which is compatible with the requirements of Annex 2 and the Information Systems used by the *Client*) documents, data, material and other records provided to it from the *starting date* to the *completion date*,
- securely disposes of obsolete paper records with the prior approval of the *Client* and
- prepares all records that it is obliged to produce, and regularly backs-up such records to avoid any damage to them (including loss of data or data corruption).

Ref No.	Record Type	Source/Usage
1.	Agreements between the <i>Client</i> and Others	
2.	All Certificates issued by the <i>Consultant</i>	Wherever the <i>Consultant</i> is required to issue a certificate under the contract
3.	All information to be included in Health and Safety files	<i>Client</i>
4.	All Drawings/ plans/ maps	Whenever the <i>Consultant</i> is required to produce, update, amend or receive from others drawings, plans or maps in accordance with the contract
5.	All records/data required to populate reports under this contract to be issued by the <i>Consultant</i> .	
6.	Financial Records	All financial records required to be captured, recorded or updated by the <i>Consultant</i> , or required to substantiate or demonstrate validity of the financial transactions

<b>Table 1: Record Types</b>		
<b>Ref No.</b>	<b>Record Type</b>	<b>Source/Usage</b>
7.	Photographic Images (High Resolution: 300DPI, Large file format)	Wherever the <i>Consultant</i> is required to obtain photographs including progress photographs
8.	All correspondence with Suppliers, SubConsultants and Others.	

FOR INFORMATION ONLY