

## Approval Statement

**Policy Title:** Document Retention and Management Policy

**Policy Code:** PY30003004

**Approval Date:** December 10, 2024

### Statement of Approval:

The Board of Directors of Peace by Youth (PY) formally approves the adoption and implementation of the Document Retention and Management Policy. This policy has been reviewed and endorsed as a crucial framework for ensuring the systematic retention, secure management, and timely disposal of documents and records in compliance with legal, regulatory, and operational requirements.

The Document Retention and Management Policy establishes clear guidelines for classifying, storing, accessing, and preserving PY's critical records while ensuring that non-essential records are securely disposed of. It reflects PY's commitment to transparency, accountability, and operational excellence, aligning with its mission to empower youth, foster peace, and advance socio-economic development.

### Implementation and Review:

This policy will be disseminated to all relevant stakeholders and rigorously implemented across PY's operations. It will be subject to regular review and updates to ensure alignment with best practices, organizational priorities, and emerging regulatory requirements.

### Signatures:

Chairperson, Board of Directors

Name:

Nisar Ahmed



Signature:

Date:

December 10, 2024.

Secretary, Board of Directors

Name:

Hina Jamil



Signature:

Date:

December 10, 2024.