



ZIBU Health Institute

Records Retention Policy

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RECORDS RETENTION POLICY

Purpose

To define the retention periods, storage, and secure disposal of institutional, academic, research, and administrative records maintained by ZIBU Health Institute.

Scope

This policy applies to all controlled documents, student and mentee records, research and ethical review records, certificates, financial records, and correspondence.

Policy Statement

ZIBU Health Institute shall:

- Retain student and mentee academic records for a minimum of five years from program completion.
- Retain IRB/ERC review records and research data documentation for a minimum of five years, or longer where required by journal or regulatory requirements.
- Retain certificate and experience letter issuance records permanently in the institutional register.
- Retain financial and administrative records in accordance with applicable Pakistani regulatory requirements.
- Securely dispose of records after the retention period, using methods that protect confidentiality.

Storage & Security

Records shall be stored in access-controlled physical or cloud storage systems, with backups maintained in accordance with the Data Protection & Confidentiality Policy.

Responsibility

The Quality Management Cell and Administration Department shall maintain the records retention schedule and oversee secure disposal.