



# IAF Documents & Records Guide

**Version 1.0 — 2025**

Guidance for the creation, control, revision, retention, archiving, and disposal of IAF documents and records across the Federation.

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## 1. Purpose

This guide defines the requirements and procedures for the lifecycle management of IAF documents and records: creation, approval, publication, revision, withdrawal, retention, archiving, and disposal. It ensures consistency, traceability, and compliance across the Federation.

## 2. Scope

Applies to all IAF-controlled documents and records, including but not limited to: constitution and governance documents, manuals, policies, procedures, technical committee outputs, guidance papers, forms, registers, minutes, correspondence, reports, datasets, and digital evidence repositories.

## 3. Responsibilities & Authority

- **IAF Secretariat** — Operates the document control system; publishes current controlled documents; communicates changes to members.
- **Quality Manager (QM)** — Owns the document control process; assigns document codes; maintains the register; approves editorial/minor changes; oversees retention and disposal.
- **Executive Committee** — Approves new or revised documents that affect policy, membership obligations, or external positions.
- **Technical Committees** — Draft and maintain technical documents (standards, guides, technical bulletins) within approved charters.

All controlled documents and records are maintained in electronic form within IAF's managed repositories and member portal, unless a physical record is legally required.

## 4. Document Numbering System

Each controlled document is assigned an alphanumeric code by the Quality Manager. Prefixes reflect document families:

Family	Prefix	Examples
<b>Manuals</b>	IAF-M.xxx	IAF-M.001 Federation Manual; IAF-M.010 Member Portal Admin Manual
<b>Policies</b>	IAF-P.xxx	IAF-P.020 Impartiality Policy; IAF-P.030 Appeals Policy
<b>Guides</b>	IAF-G.xxx	IAF-G.003 Documents & Records Guide; IAF-G.050 Committee Balloting Guide
<b>Technical Docs</b>	IAF-TC.xxx	IAF-TC.100 Safety Evaluation Guide; IAF-TC.210 Digital Systems Integrity Notes
<b>Forms &amp; Templates</b>	IAF-F.xxx	IAF-F.005 Disposal Record; IAF-F.011 Change Request Form
<b>Records &amp; Registers</b>	IAF-R.xxx	IAF-R.001 Controlled Documents Register; IAF-R.020 Complaints Register

## 5. Creating, Revising & Withdrawing Documents

### 5.1 Creation

- Originator submits a *Change Request* (IAF-F.011) with scope, rationale, and draft.
- QM assigns a provisional code and routes to the appropriate approving body (Executive Committee or relevant Committee).
- Upon approval, document receives issue number and issue date; effective date indicated where applicable.

### 5.2 Revisions

- Minor/editorial changes (e.g., formatting, references) may be approved by the QM.
- Substantive changes affecting policy, obligations, or external positions require Executive Committee approval.
- Revised issues retain the same document code, but receive a new issue number and date. Entire document is reissued.

### 5.3 Withdrawal

- Requester provides a written justification to the Secretariat.
- Executive Committee approves withdrawals of major documents.

- Following withdrawal, Secretariat removes public copies, notifies members, and QM archives the superseded issue.

## 6. Register of Controlled Documents

The QM maintains IAF-R.001 *Controlled Documents Register*, recording document code, title, owner, issue number, issue date, effective date (if applicable), and status (current/superseded/withdrawn).

## 7. Records Management & Retention

Records are accurate, legible, and readily retrievable for the duration of their retention period.

Appendix B lists the default schedule. Business owners may justify longer retention where required by law, contracts, or audits.

## 8. Disposal & Historical Copies

- When retention expires, the QM authorizes disposal and logs it via IAF-F.005 *Disposal Record*.
- Superseded issues are retained to preserve revision history in accordance with the retention schedule.
- Disposed electronic records are securely erased; any physical records are shredded via approved vendors.

## 9. Access Control & Security

- Secretariat and QM have administrative access to controlled repositories.
- Committee spaces follow least-privilege access, with read/write roles set by Secretariat.
- Confidential/Restricted documents are watermarked; external sharing requires explicit approval.
- All repositories enforce MFA and periodic access review.

## 10. Archiving & Backups

- Archiving: closed projects/committees are archived with immutable metadata; retrieval is via request to Secretariat.
- Backups: weekly full backups to a separate physical/logical location; quarterly restore tests; encryption at rest and in transit.

IAF may adopt enhanced controls (e.g., WORM storage, legal holds) when required by regulation or investigations.

## Appendix A — Numbering Examples

Code	Title	Owner	Status
IAF-G.003	Documents & Records Guide	Quality Manager	Current
IAF-P.030	Appeals Policy	Executive Committee	Current
IAF-F.011	Change Request Form	Secretariat	Current
IAF-R.001	Controlled Documents Register	Quality Manager	Current

Issue numbers and dates are added on publication (e.g., Issue 2 — 2025-08-26).



## Appendix B — Retention Schedule

Record Type	Default Retention	Notes
<b>Controlled Documents (current issues)</b>	Permanent (while current)	Superseded issues retained per below.
<b>Superseded/Withdrawn Documents</b>	Permanent archive	Historical record of revisions and amendments.
<b>Membership Applications &amp; Member Files</b>	Permanent	Legal and historical value.
<b>Committee Membership Lists</b>	10 years	From last update.
<b>Complaints &amp; Appeals Registers</b>	5 years after resolution	Case files with outcomes retained.
<b>Internal Audits &amp; Management Reviews</b>	10 years	Evidence for continual improvement.
<b>Evaluation Schedules &amp; Competence Records</b>	Permanent (schedules); 4 years after role ends (personnel competence)	Evaluator bios and performance logs: 4 years post-role.
<b>Governance Minutes (GA, Board, Councils, Committees)</b>	Permanent	Agenda papers also permanent unless classified otherwise.
<b>General Correspondence (GA/Board/Committee)</b>	5 years	Routine comms not of archival significance.
<b>Foundation/Formation Documents, Incorporation</b>	Permanent	Statutory and historical.
<b>Budgets, Accounts, Contracts</b>	10 years	Or longer per legal/tax obligations.
<b>Change Notifications to Documents</b>	Permanent	Traceability of controlled changes.
<b>Backups &amp; Restore Logs</b>	12 months rolling	Enterprise backup policy may extend.

Owners may extend retention based on legal holds, regulator requests, or contractual requirements.

## Document Control

- **Document Title:** IAF Documents & Records Guide
- **Code:** IAF-G.003
- **Version:** 1.0
- **Issue Date:** 2025-08-26
- **Owner:** Quality Manager (IAF Secretariat)
- **Next Review:** Annually or upon policy change