

## Directive

7.14 Record Keeping			
Source Document		Code of Conduct	
Content Owner		AkzoNobel Legal Group (ALG)	
Signed off by	Date	Executive Committee	July 16, 2015
Effective Date		August 24, 2015	
Purpose			
<p>The purpose of this Directive is to establish standards to ensure that the records related to our business activities are accurate, complete and up to date, unethical practices are avoided and record management is efficient so that the company's business interests can be protected.</p>			
Scope and definitions			
<p>This Directive applies to all business units, functional and country management and all employees in particular employees responsible for records management.</p> <p>"Record" means any type of written record, whether digital or hard copy, in any type of form, such as an email, Microsoft Office document, web page, chat, text message, web posting or blog.</p> <p>"Legal Hold Order" means an order issued by the AkzoNobel Legal Group (ALG) in light of litigation, investigations or otherwise with the aim to preserve records.</p>			
Directives			
<ol style="list-style-type: none"> <li>All business transactions shall be accurately, timely and completely recorded in accordance with the company's accounting principles, accepted accounting standards and local laws.</li> <li>When creating a Record, employees shall use professional care and follow the Guidelines on Careful Business Communication.</li> <li>Records shall be stored and backed-up in accordance with Information Management rules and instructions.</li> <li>Records shall be labeled and secured in accordance with the Rules on Information Security and any security instructions from Information Management. Records containing confidential information material to the company shall not be shared with or disclosed to third parties without management permission.</li> <li>Records that need and qualify for attorney-client privileged shall be secured and labeled in accordance with the Guidelines on Attorney-Client Privilege.</li> <li>Records shall be retained in accordance with the Corporate Record Retention Procedure and any local applicable retention laws and procedures.</li> </ol>			

7. Records that have served their purpose and have met retention requirements shall be destroyed in accordance with the Guidelines for Record Destruction.
8. Records that meet the criteria set out in a Legal Hold Order shall be retained until the Legal Hold Order is lifted.

**Related documents**

[Directive 4.02 Control and Accounting Framework](#)

[Directive 4.03 Corporate Financial Reporting Chain](#)

[WebFEM Procedures](#)

[Corporate Record Retention Procedure](#)

Guidelines for Record Destruction (will be available shortly)

[Guidelines on Careful Business Communication](#)

Guidelines on Attorney-Client Privilege (will be available shortly)