Policy on Record Keeping

Introduction

National export control legislation places a record keeping requirement on the exporter. The nature of the records to be kept and the length of time they must be retained vary from one jurisdiction to another. In all cases either the regulator and/or national enforcement authorities have a right to inspect our records. The objective is to ensure that traceable records of of each transaction made under an export license or authorisation are maintained, so that queries about any transactions may be readily checked and an adequate audit trail followed through.

Policy

1. Records must be kept in line with all relevant export control legislation.
2. To facilitate record keeping, the business or function must establish a policy on the time, mode and place for maintaining and storing records to ensure that the information required by law is kept and can be readily retrieved. This requirement also applies to shipping logs.
3. For electronic transfers, the exporter is the individual who shares licensable information. That individual is responsible for maintaining records of their transactions in the form specified by the business or function locally to tie up with the applicable export license or authorisation. For example, in the UK this would normally be the Intellectual Property and Export Control Register (IPECR) although local based solutions, such as Engineering Coordination Memorandum systems, are acceptable provided that they allow the same information to be kept.
4. If an individual is presenting export controlled information at a conference or meeting where attendees receive copies, or are free to take notes, the presenter must ensure that all attendees and other individuals who receive the information are authorised under all relevant jurisdictions and records must be kept in the same way.
5. Where controlled US technology is involved record keeping requirements include discussions where no documents change hands either physically or electronically.