



hdri
Human Development
Research Initiative

ARCHIVING AND INSTITUTIONAL MEMORY POLICY

Preserving HDRI's Records and Institutional Knowledge

Adopted by the Board of Directors pursuant to Article 31 of the HDRI Statutes

Paris, France



Human Development Research Initiative (HDRI)

50 Rue des Tournelles, 75003 Paris, France

Registration Number: W751275674

EU TRN: 892689452279-12

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PREAMBLE

A civil society organisation is only as strong as its memory of its own decisions. When a Board member leaves, when a President's term ends, or when a grant project concludes, the record of what was decided, why, and on what basis must not leave with them. This Archiving and Institutional Memory Policy (the 'Policy') of the Human Development Research Initiative ('HDRI' or 'the Organisation') exists to ensure that HDRI's institutional memory survives the natural turnover of the people who create it.

This Policy is adopted by the Board of Directors pursuant to Article 31 of HDRI's Statutes (the 'Statutes'), and gives detailed effect to the record-keeping obligations already found throughout HDRI's governing documents, including the permanent register of members required by Article 32 of the Statutes, the retention of Board and General Assembly minutes required by Article 14 of the Rules of Procedure, and HDRI's data protection obligations under Article 34 of the Statutes. It further reflects the record retention obligations generally applicable to a French association under the Commercial Code, in particular in respect of accounting records, and under the Labour Code, in respect of personnel records.

This Policy sets out a practical retention schedule and a set of custody arrangements so that any person responsible for a given category of HDRI's records knows, without needing to ask, how long that record must be kept, in what form, and who is responsible for it.

This is the final and consolidated version of this Policy and supersedes any prior draft or informal statement of HDRI's archiving practices.

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TITLE I — GENERAL PROVISIONS

Article 1 — Purpose and Legal Basis

This Policy is adopted pursuant to Article 31 of the Statutes for the purpose of ensuring the accurate, secure, and proportionate retention of HDRI's institutional records, and the orderly transfer of institutional memory between successive holders of a given role.

Article 2 — Definitions

For the purposes of this Policy: **'record'** means any document, whether in physical or digital form, created or received by HDRI in the course of its activities and retained as evidence of a decision, transaction, or communication; **'institutional memory'** means the cumulative body of HDRI's records, decisions, and accumulated organisational knowledge; **'retention period'** means the length of time a given category of record must be kept before it may be securely disposed of.

Article 3 — Scope of Application

This Policy applies to every record created or received by HDRI in the conduct of its governance, financial, programmatic, and administrative activities, and binds every Board member, staff member, intern, and volunteer responsible for creating, holding, or disposing of such a record.

Article 4 — Relationship with the Statutes, the Rules of Procedure, and Data Protection Obligations

This Policy is subordinate to the Statutes and elaborates the specific retention references found in Article 32 of the Statutes and Article 14 of the Rules of Procedure. Where a record contains personal data, this Policy is applied together with, and does not extend the retention period otherwise required by, HDRI's data protection obligations under Article 34 of the Statutes and Article 32 of the Rules of Procedure.

TITLE II — PRINCIPLES

Article 5 — Accuracy and Completeness

A record retained by HDRI shall be an accurate and complete reflection of the decision, transaction, or communication it documents, and shall not be altered after the fact save by way of a clearly marked correction or amendment.

Article 6 — Proportionate Retention



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HDRI retains a record only for as long as necessary for the purpose for which it was created, for compliance with a legal obligation, or for the preservation of HDRI's institutional memory, and does not retain a record indefinitely as a matter of default.

Article 7 — Accessibility and Findability

Records shall be organised, named, and stored in a manner that allows a person with a legitimate need to locate and access them without undue difficulty, notwithstanding the passage of time or a change in the personnel responsible for a given area of HDRI's work.

Article 8 — Security and Confidentiality

Records shall be stored securely, with access restricted to persons with a legitimate need to consult them, and a record containing personal or commercially sensitive information shall be protected in accordance with HDRI's data protection obligations.

Article 9 — Continuity Across Leadership Transitions

HDRI's institutional memory shall not depend on the continued presence of any single individual. Records and institutional knowledge relevant to a Board position shall be organised so that they can be transferred in full to a successor in accordance with Article 15 of the Rules of Procedure.

TITLE III — RETENTION SCHEDULE

Article 10 — Governance Records

The Statutes, all internal regulations and policies adopted under Article 31 of the Statutes, and the minutes of every General Assembly and Board meeting, together with the register of members required by Article 32 of the Statutes, shall be retained permanently, for the entire lifetime of the Organisation.

Article 11 — Financial and Accounting Records

Accounting records, annual accounts, and supporting documentation for a financial transaction shall be retained for a minimum of ten (10) years from the end of the financial year to which they relate, consistent with the record-keeping obligations generally applicable to a French association under the Commercial Code.

Article 12 — Personnel, Intern, and Volunteer Records

Records relating to a staff member, intern, or volunteer, including internship agreements and evaluations retained under Article 18 of the Internship Policy, shall be retained for five (5) years after the end of the

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corresponding relationship with HDRI, save where a longer period is required by applicable labour or social security law.

Article 13 – Grant and Donor Agreement Records

Records relating to a grant application, grant agreement, or donor relationship, including financial reports submitted to a funder, shall be retained for the period specified in the corresponding agreement or, in the absence of such a specification, for a minimum of ten (10) years from the end of the relevant project, in order to allow HDRI to respond to a funder audit or inquiry.

Article 14 – Membership and Participant Records

The membership register is retained permanently under Article 10 of this Policy; personal data relating to an individual member or programme participant is otherwise retained in accordance with the periods set out in HDRI's data protection obligations, and in any event no longer than five (5) years after the end of the individual's association with HDRI, save where a longer period is required by law.

Article 15 – General Correspondence and Administrative Records

Routine correspondence and general administrative records not falling within another category of this Article shall be retained for a period of three (3) to five (5) years, at the discretion of the Secretary General, having regard to their ongoing relevance to HDRI's work.

Article 16 – Digital and Communications Assets

HDRI's website content, social media archives, and published research and publications shall be retained indefinitely as part of HDRI's institutional memory and public record, subject to any specific request for removal that HDRI is legally required to honour.

TITLE IV – CUSTODY, HANDOVER, AND DISPOSAL

Article 17 – Custodian of Records

The Secretary General is the custodian of HDRI's institutional records and is responsible for ensuring that this Policy is applied consistently, save that financial and accounting records under Article 11 are maintained jointly with the Operations Officer.

Article 18 – Handover of Records

Upon the expiry, resignation, or removal of a Board member, all records held by that person in connection with their role shall be transferred to their successor or to another designated Board member, as part of the



handover procedure set out in Article 15 of the Rules of Procedure, and no record shall be retained by, or deleted by, a departing Board member on their personal account or device.

Article 19 – Digital Storage and Preservation

Digital records shall be stored on a platform accessible to the relevant Board members and staff independently of any single individual's personal account, backed up at reasonable intervals, and, where a file format risks becoming obsolete, migrated to a current format in sufficient time to preserve its accessibility.

Article 20 – Secure Disposal

Upon the expiry of the applicable retention period, a record shall be securely destroyed or permanently deleted, in a manner appropriate to its sensitivity, and the disposal shall be documented by the Secretary General, save where the Board decides, for a specific record of enduring institutional or historical value, to extend its retention beyond the applicable period.

Article 21 – Access Requests

A member's right to inspect the register of members or the minutes of General Assemblies, under Article 10 of the Statutes and Article 5 of the Rules of Procedure, is exercised in accordance with those provisions, and this Policy does not restrict that right.

TITLE V – FINAL PROVISIONS

Article 22 – Annual Review

The Secretary General shall review HDRI's compliance with this Policy at least once a year, and shall report to the Board on any record due for disposal, any gap in institutional records identified during a handover, and any recommendation for improving the accessibility or security of HDRI's archives.

Article 23 – Amendment

This Policy may be adopted, amended, or repealed at any time by a simple majority decision of the Board, in accordance with Article 31 of the Statutes, and any amendment shall be communicated to all members within fifteen (15) days.

Article 24 – Entry into Force

This Policy enters into force upon its adoption by the Board of Directors and remains in force, as amended from time to time, until repealed by a subsequent decision of the Board.



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ADOPTION

This Archiving and Institutional Memory Policy, comprising Five Titles and Twenty-Four Articles, was duly adopted by the Board of Directors of the Human Development Research Initiative (HDRI) at a duly convened meeting, pursuant to Article 31 of the Statutes, and constitutes, from the date of its adoption, the Organisation's sole and complete policy on the matters it addresses.

Gurgen Petrosyan

President of HDRI

Date: 11 September 2026

Signature:

Sofia Balas

Secretary General

Date: 11 September 2026

Signature:

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