



THE MANAGEMENT AGENCY

AMERICAN FOULBROOD NATIONAL PEST MANAGEMENT PLAN

Policy Document

Policy Number: AFB/22/0/11 - 011

Policy Title: Storage of Files (Hard copy) and Backing up of Electronic Data.

Legislation/Scope: **Biosecurity Act 1993**

Policy Statement: The safe storage of all AFB PMP documentation received be it in hard copy or electronic form will be the responsibility of the AFB PMP Manager.

Note: Correspondence to include all information relating to AFB Recognition test/exam passes held by the Test/Exam administrator.

Hard copy files:

To be stored in a suitable metal storage cabinet in dry conditions (Vermin Proof).

Electronic copy:

To be stored on both either "Drop Box", "The Cloud" and on a back-up hard drive

Hard Drive to be stored off site.

Procedures: To comply with the above.

Effective Date: This policy will be effective from 20 April 2018

Review Date: 20 April 2021

John Hartnell
Chairman AFB PMP Board of Management

Date

