

POLICY OF MANAGEMENT SYSTEM FOR RECORDS FOR INTERNATIONAL AFFAIR DEPARTMENT

Top Management declare its fully commitment with respect to Management Systems for Records (MSR) implemented in International Affairs Department (IA Department). As all documents and records of IA Department are considered to be assets that must be effectively captured and managed. Therefore, an effective records management system is built and maintained to ensure its effective operations. and ensures that full and accurate records of the IA Department's activities are created, captured, maintained, made accessible, stored and legally disposed.

In order to achieve and maintain this, IA Department is committed to:

- 1- Establish, implement, and continually measure the achievement of records objectives.
- 2- Commitment to create, capture, preservation and management of records in an accurate manner and documenting their legal activities and obligations.
- 3- Insuring that MSR system requirements cover all IA Department activities.
- 4- Communicating the MSR requirements with IA employees.
- 5- Maintain secure access to the required records and smoothly.
- 6- Control the destruction of the records so as to be legal and in conformity with the written and documented procedure.
- 7- Protecting vital records from all factors of damage, loss and unauthorized access, and developing advance plans to prevent such cases from occurring.
- 8- Giving the necessary training and awareness to IA employees regarding record keeping and management frequently and permanently.
- 9- Provide all necessary resources to strengthen and develop the records management system.
- 10- Identifying the roles and responsibilities of IA employees to achieve the main goals of MSR.
- 11- Measuring the outcomes of MSR and whether it achieved the intended purpose.
- 12- Promoting continual improvement of MSR.
- 13- Comply with the requirements of ISO 30301:2019 Management System for Records and continually improve its efficiency and effectiveness.

This policy is communicated and implemented in International Affairs Department. MSR Policy and Objectives will be periodically reviewed and updated.

This Policy is publically available to all interested parties on the DCAA Website.

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