

# IEEE File Retention Policy

# <http://standards.ieee.org/guides/companion/part2.html>

- You've spent years developing a standard; your work is done. Now what do you do about all those papers you accumulated in the process?
- Many working group members and officers aren't sure what to do with these materials. You aren't obligated to keep any of it, and it is preferable that you do not. Once the work is complete on a standard, the IEEE maintains the official project file, which contains all the pertinent correspondence. However, many standards developers are loathe to toss out all the paperwork related to a standard they spent years developing. In this case, sponsor-level standards developers may retain the documents in the list to the right for a period of five years after the standard is published. After this time, they should be discarded.

# Policy Guidance

- Sponsors may retain the following documents for five years after their standards are published:
- - 1) Log of issues (resolved and unresolved)
  - 2) Meeting minutes and attachments
  - 3) Documents from other organizations
  - 4) Technical input received that resulted in revision to the standard
  - 5) All draft revisions, and correspondence regarding the draft
  - 6) All correspondence produced by the committee
  - 7) A copy of the PAR
  - 8) The response from the IEEE-SA Standards Board to the PAR
  - 9) The sponsor ballot summary, ballot comments, ballot resolution, and other related ballot correspondence
  - 10) Interpretations (requests and responses)