



Records Retention Statement

EDITION	CAPABILITY	SIGNATURE	STANDARDS	GENERATED
Enterprise	PDF/A-4 archival conformance	—	ISO 32000-2 · ISO 19005-4 (PDF/A-4)	2026-07-14

This record is preserved as an archival master in **PDF/A-4** (ISO 19005-4:2020) — the long-term preservation conformance level of PDF 2.0. Every font is embedded as a subset, all colour is bound to an embedded sRGB output intent, and the descriptive metadata is written as an embedded XMP packet, so the file stays faithfully reproducible decades after creation — independent of the software that renders it.

PRESERVATION INTENT	ARCHIVAL METADATA	
The retention schedule below governs how long each class of business record is kept, what event starts the clock, and how the record is disposed of at the end of its term. Preserving the schedule in a validated archival format means the policy itself survives migrations, vendor changes, and format churn — a reader in 2050 opens the same authoritative statement produced today, byte-for-byte reproducible from this deterministic build.	Conformance	PDF/A-4
	Standard	ISO 19005-4:2020
	Base format	PDF 2.0
	Colour intent	sRGB IEC 61966-2.1
	Metadata	XMP (embedded)
	Fonts	Embedded subsets

Records retention schedule

Record class	Retention period	Retention trigger	Disposition
Financial & tax records	7 years	Fiscal year end	Secure destruction
Contracts & agreements	10 years	Contract expiry	Archival review
Personnel records	6 years	End of employment	Secure destruction
Corporate governance	Permanent	—	Permanent archive
Regulatory correspondence	5 years	Matter closure	Secure destruction
Audit & compliance logs	3 years	Report issuance	Secure destruction

Retention periods are illustrative of a typical corporate records policy; the governing schedule for any jurisdiction is set by that organisation's legal and compliance owners.

ISO 19005-4:2020 conformance

This file declares **pdfaid part 4** in its XMP packet, carries a **GTS_PDFA** output intent with an embedded sRGB IEC 61966-2.1 profile, and embeds every font program as a subset — the three structural guarantees ISO 19005-4 requires for long-term reproduction. Validate independently against the veraPDF PDF/A-4 reference implementation before relying on the file for preservation.