

Accenture Records Retention Schedule

March 02, 2020

Engagement Lifecycle		Client Engagement Records				
RECORD CATEGORY		SYSTEMS	GLOBAL RETENTION POLICY	COUNTRY LEGAL EXCEPTIONS		
Code	Title / Description	Examples		Country	Retention	
	<p>Proposal Documentation - Successful Proposals <i>Proposal documentation provided to or received from clients.</i></p> <p><i>NOTE: Unsuccessful proposal documentation need not be maintained.</i></p>	<ul style="list-style-type: none"> - Proposal - RFI - RFP - Questions/Answers - Marketing and Sales Materials 	Manage myRecords (MMR)	Contract End Date* plus 10 years	China Indonesia Morocco Portugal Qatar Russia	Permanent Contract End Date* plus 30 years Contract End Date* plus 15 years Contract End Date* plus 20 years Contract End Date* plus 15 years Permanent
	<p>Engagement Contracts <i>Contracts with the client related to engagements.</i></p>	<ul style="list-style-type: none"> - Arrangement Letter - Consulting Services Agreement - Letter of Intent - Memorandum of Understanding - Non-disclosure/Confidentiality Agreements (including Network Access Agreements) - Service or Operating Level Agreements - Outsourcing Agreement - Accenture Inter-company Agreements - Statement of Work - Client Base Business Case (if relevant to contract) - Acquisition and Transition documents of assets or personnel - Heads of Agreement - Termination Letter - Amendments and Change Orders - Client Acceptance - Escalation Communication - License Agreement 	Manage myRecords (MMR)	Contract End Date* plus 10 years	China Indonesia Morocco Portugal Qatar Russia	Permanent Contract End Date* plus 30 years Contract End Date* plus 15 years Contract End Date* plus 20 years Contract End Date* plus 15 years Permanent
	<p>Key Client and Third-Party Communications <i>Emails and other communications with Clients and third-parties that contains significant business content concerning the contract (e.g., status reports, acceptances, or disputes).</i></p>	<ul style="list-style-type: none"> - Emails - Memos - Letters 	Manage myRecords (MMR) RIM Mailbox	Contract End Date* plus 10 years (Emails in ARIM-managed mailboxes to be retained 10 yrs from date received.)	China Indonesia Morocco Portugal Qatar Russia	Permanent Contract End Date* plus 30 years Contract End Date* plus 15 years Contract End Date* plus 20 years Contract End Date* plus 15 years Permanent

*Contract end date as defined in MMR, aligned to LEG-0200 in Corporate Retention Schedule.

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	Engagement Management Documentation <i>Records associated with management of an engagement that are sent to, or received from, a third party (e.g. client, subcontractor, a software provider, etc) and that contains significant business content.</i>	<ul style="list-style-type: none"> - Balanced Scorecards - Steering Committee Meetings & Materials - Risk and Issue Log - End of Contract Summary - End of Contract Transition Slides - Scope Descriptions - Status Reports - Roles and Responsibilities Documents - Client Data Protection Plans 	Manage myRecords (MMR)	Contract End Date* plus 10 years	China Indonesia Morocco Portugal Qatar Russia	Permanent Contract End Date* plus 30 years Contract End Date* plus 15 years Contract End Date* plus 20 years Contract End Date* plus 15 years Permanent
	Deliverables <i>Final deliverables prepared and submitted to client.</i>	<ul style="list-style-type: none"> - Blueprints - To-be Analysis - Design Documentation - Migration Plans - Source code - Presentations - Testing documents (pre/post installation test data, SIR logs, test plans, assumptions and schedules) - Training Manuals 	Manage myRecords (MMR)	Contract End Date* plus 10 years	China Indonesia Morocco Portugal Qatar Russia	Permanent Contract End Date* plus 30 years Contract End Date* plus 15 years Contract End Date* plus 20 years Contract End Date* plus 15 years Permanent
	Subcontracts <i>Contractual agreements with subcontractors related to a contract.</i>	<ul style="list-style-type: none"> - Subcontractor Agreement and Amendments - Teaming Agreement, Amendments and Schedules - Arrangement Letter & Amendments - Letter of Intent - Memorandum of Understanding - Non-disclosure Agreement - Confidentiality Agreement - Statement of Work - Acceptance 	Manage myRecords (MMR)	Contract End Date* plus 10 years	China Indonesia Morocco Portugal Qatar Russia	Permanent Contract End Date* plus 30 years Contract End Date* plus 15 years Contract End Date* plus 20 years Contract End Date* plus 15 years Permanent

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Code	Title / Description			Examples	Country
	Quality Assurance Documents Shared with the Client <i>Quality Assurance documents that have been shared with the client.</i>	-Performance Reviews -Emails	Manage myRecords (MMR)	Contract End Date* plus 10 years	China Permanent Indonesia Contract End Date* plus 30 years Morocco Contract End Date* plus 15 years Portugal Contract End Date* plus 20 years Qatar Contract End Date* plus 15 years Russia Permanent
	Decision Support Documents <i>Internal documents created on an engagement that support or explain important decisions made or actions taken in the course of an engagement.</i>	- Internal communications and documents that explain why a specific vendor or technology was chosen or why a decision was made - Technical Architecture Documentation	Manage myRecords (MMR)	Contract End Date* plus 10 years	China Permanent Indonesia Contract End Date* plus 30 years Morocco Contract End Date* plus 15 years Portugal Contract End Date* plus 20 years Qatar Contract End Date* plus 15 years Russia Permanent

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Engagement Lifecycle		Client Relationship Management			
RECORD CATEGORY		SYSTEMS	GLOBAL RETENTION POLICY	COUNTRY LEGAL EXCEPTIONS	
Code	Title / Description	Examples		Country	Retention

Master Client Agreements

Master contractual relationship documents with existing clients, not related to specific contracts.

- Master Services Agreement and Amendments
- Master Non-disclosure/Confidentiality Agreement (including Network Access Agreements)
- Termination Letter
- Master License Agreement

Manage myRecords (MMR)

Life of client relationship + 10 years

China	Permanent
Indonesia	Contract End Date* plus 30 years
Morocco	Contract End Date* plus 15 years
Portugal	Contract End Date* plus 20 years
Qatar	Contract End Date* plus 15 years
Russia	Permanent

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