# **Document Retention Policy**

**Outline:**

# [Organization Name]

## **Purpose:**

[Enter the purpose of this policy and how it benefits your business.]

## **Scope:**

This policy applies to the following departments or areas of the business:

[Provide a list of departments or areas.]

## **Policy:**

This policy governs the following types of documents:

[Specify the types of documents that fall under this policy.]

## **Retention Period:**

[Enter the types of documents and their corresponding retention periods.]

|  |  |
| --- | --- |
| **Type of Document** | **Retention Period** |
| [Record Description] | [no. of years] |
| [Record Description] | [no. of years] |
| [Record Description] | [no. of years] |
| [Record Description] | [no. of years] |
| [Record Description] | [no. of years] |
| [Record Description] | [no. of years] |
| [Record Description] | [no. of years] |
| [Record Description] | [no. of years] |

## **Disposal:**

At the end of the retention period, all documents covered by this policy should be:

[Specify the disposal method for documents, such as shredding or secure erasure. Include any specific instructions or requirements.]

## **Protection Levels:**

Different types of documents require different protection levels. The following protection levels apply:

[Specify the protection protocols for each type of document, including password protection, restricted access, or other security measures.]

## **Approvers:**

The following individuals are authorized to approve any exceptions to the designated retention periods:

[Specify the protection protocols for each type of document, including password protection, restricted access, or other security measures.]

## **Appendix:**

**Definitions:**

[Provide definitions for any terminology or acronyms used in the policy.]

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**