# **Document Retention Policy**

**Outline:**

## [Organization Name]

## **Purpose:**

## [Provide a brief statement about the purpose of the policy and its benefits to the organization.]

## **Scope:**

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

[List the departments or areas covered by the policy.]

## **Policy:**

This policy governs the following types of documents:

[List the categories or specific types of documents covered by the policy.]

## **Retention Period:**

|  |  |
| --- | --- |
| **Record Type** | **Retention Period** |
| [Document Type] | [Retention Period] |
| [Document Type] | [Retention Period] |
| [Document Type] | [Retention Period] |
| [Document Type] | [Retention Period] |
| [Document Type] | [Retention Period] |
| [Document Type] | [Retention Period] |

## **Disposal:**

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

[Specify the recommended method(s) for document disposal, such as shredding, secure erasure, etc. Also, indicate where the documents should be placed or stored until disposal.]

## **Protection Levels:**

|  |  |  |
| --- | --- | --- |
| **Document Classification** | **Protection Measures** | **Access Controls** |
| [Classification] | [Protection Measure] | [Access Control] |
| [Classification] | [Protection Measure] | [Access Control] |
| [Classification] | [Protection Measure] | [Access Control] |
| [Classification] | [Protection Measure] | [Access Control] |

## **Approvers:**

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

[List the names and titles of the authorized approvers.]

## **Appendix:**

**Definitions:**

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

**References:**

[Include references to any external regulations, laws, or industry standards relevant to the policy.]

|  |  |
| --- | --- |
| **Employee Signature:** | **Date:** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |