**Document Retention Policy**

**[Your Company Name]**

**Purpose:**

The purpose of this **Document Retention Policy** is to establish guidelines for the retention, storage, and disposal of company documents, ensuring compliance with applicable laws and regulations, as well as the efficient management of company records.

**Scope:**

This policy applies to all employees, contractors, and agents of [Your Company Name] who handle, create, or manage company documents, regardless of their format, including but not limited to paper documents, electronic files, emails, and other types of records.

**Policy Statement:**

[Your Company Name] recognizes the importance of maintaining accurate and reliable records while also ensuring compliance with legal and regulatory requirements. This policy outlines the following key principles:

**3.1. Retention Periods**

The company shall establish retention periods for different types of documents based on their legal, operational, and historical value. These retention periods will be reviewed periodically and updated as necessary.

**3.2. Access and Security**

Company documents shall be stored securely to prevent unauthorized access, loss, damage, or destruction. Access to sensitive or confidential documents shall be restricted to authorized personnel only.

**3.3. Disposal Procedures**

Documents that have reached their prescribed retention period and no longer have legal or operational value shall be disposed of in a secure and appropriate manner. Document disposal methods may include shredding, electronic deletion, or other methods that ensure the information cannot be reconstructed.

**3.4. Legal and Regulatory Compliance**

All document retention and disposal activities shall comply with applicable laws, regulations, and industry standards. The company shall keep up to date with changes in legislation and ensure that its document management practices remain compliant.

**Responsibilities:**

**4.1. Senior Management**

Senior management is responsible for establishing and maintaining the Document Retention Policy, ensuring its dissemination, and promoting compliance within the organization.

**4.2. Legal and Compliance Department**

The legal and compliance department shall provide guidance on legal and regulatory requirements related to document retention and disposal and assist in the development and maintenance of related procedures.

**4.3. Employees**

All employees are responsible for familiarizing themselves with this policy, understanding the document retention requirements applicable to their role, and adhering to the prescribed procedures.

**Documentation and Recordkeeping:**

**5.1. Records of Retention**

The company shall maintain accurate records of the retention periods for different types of documents. These records shall include the document type, retention period, and any legal or regulatory requirements associated with retention.

**5.2. Document Classification**

The company shall establish a document classification system to facilitate the identification of documents, their respective retention periods, and any special handling requirements.

**5.3. Audit and Monitoring**

Regular audits and monitoring processes shall be conducted to ensure compliance with this policy. Non-compliance issues shall be addressed promptly, and appropriate corrective actions taken.

**Training and Communication:**

**6.1. Training**

The company shall provide training to employees on the importance of document retention, the procedures for document storage and disposal, and their responsibilities under this policy.

**6.2. Communication**

This policy shall be communicated to all employees, contractors, and agents of the company. Any updates or revisions to the policy shall be communicated in a timely manner.

**Policy Review:**

This policy shall be reviewed periodically, or as needed, to ensure its continued effectiveness and compliance with changing legal and regulatory requirements. The review shall be conducted by the legal and compliance department in collaboration with relevant stakeholders.

**Related Policies:**

This Document Retention Policy works in conjunction with other company policies, including but not limited to:

* Data Protection and Privacy Policy
* Information Security Policy
* Email and Electronic Communications Policy

**Approval:**

This Document Retention Policy has been reviewed and approved by [Senior Management or designated authority].

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**Signature**