

Company name:

Today's date:

Launch date:

Timeline for deletion:

Created by:

Approved by:

Version number:

Revision date:

Description of change:

Departments affected:

Purpose of the policy:

Will training be required?

Scheduled date:

Types of documents and other media covered by the policy and their retention periods.

Who is a member of the retention team and what are their responsibilities?

Which other employees are responsible for carrying out the policy?

Which federal, state and local government laws and industry regulations govern the documents and data covered in this policy?

Procedures for document archiving and retention:

How to respond to eDiscovery:

Which documents are temporary records that can be deleted immediately after use: