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As the world becomes more and more digitized, the question of how long to keep certain records becomes more complicated. When everything is recorded and stored electronically, it can be tempting to just keep everything is recorded and stored electronically, it can be tempting to just keep everything is recorded and stored electronically, it can be tempting to just keep everything is recorded and stored electronically, it can be tempting to just keep everything is recorded and stored electronically, it can be tempting to just keep everything is recorded and stored electronically, it can be tempting to just keep everything is recorded and stored electronically, it can be tempting to just keep everything is recorded and stored electronically, it can be tempting to just keep everything is recorded and stored electronically, it can be tempting to just keep everything is recorded and stored electronically, it can be tempting to just keep everything is recorded and stored electronically.
The key to a successful records retention schedule is to carefully assess what kind of records you need to keep and for how long. You'll also need to have a system in place for regularly purging outdated or unnecessary records. With a little bit of planning, you can ensure that your business is only retaining the records it needs to, minimizing exposure
to risk and keeping your data privacy compliant. What is a Records Retention Schedule? A records retention schedule is a systematic plan for how to dispose of it. Companies implement retention schedules to maintain regulatory compliance, as well as to
ensure disposal methods are legally defensible. In essence, a retention schedule is the foundation of a solid records information management (RIM) program that governs business records throughout their lifecycle. The Value of a Document Retention Schedule The proliferation of data in today's digital world is staggering. Every day, 2.5 quintillion
bytes of data are created at a record pace, and this number is only expected to grow in the future. With this massive increase in data comes increased regulations and restrictions on how it is used and stored. This makes records retention schedules increased regulations and restrictions on how it is used and stored.
Records retention schedules allow businesses to organize, store, and delete data in an effective and compliant manner. They also ensure that data is not kept for longer than necessary, thus reducing the risk of a data breach or leak. Benefits of a Record Retention Schedule Record retention schedules are an essential component of any good records
information management (RIM) program, and businesses should make sure that they have one in place. Through the successful roll-out of a records Comply with retention guidelines Locate and retrieve documents quickly and
efficiently Minimize litigation risks By following these tips, you can create a records retention schedule that minimizes exposure to risk and helps ensure compliance with privacy laws. Here are a few tips to get you started: How to Implement a Records Retention Schedule 1. Know Your Regulatory Requirements It is important for businesses to
understand the regulations that govern their industry. Depending on the industry, there may be certain regulations that requires that patient records for a certain period of time. For example, in the healthcare industry, HIPAA requires that patient records for a certain period of time.
regulatory requirements and make sure they are compliant. Failure to comply with these federal and state retention regulations can result in penalties and decide how long they want to keep records, even if they are not legally required to do so.
Keeping records for longer periods of time can help businesses track trends, improve customer service, and make more informed decisions. 2. Classify Your Records Having an organized into categories that
make sense for the type of records you are keeping. For example, if you are organizing financial or accounting records, you could create categories such as "Receipts," "Invoices," and "Bills." If you are organizing financial or accounting records, you could create categories such as "Lab Results," "Prescriptions," and "Appointment
Notes." Once you have created your categories, you can start sorting your records, you can save yourself time and energy in the long run. 3. Determine Document Retention Periods Creating a system for regular purges is
essential for any records retention schedule. All records that have exceeded their retention date or no longer have value should be disposed of in a secure manner. The first step is to create a list of all records that need to be purged. This list should include the type of record, the date it was created, the retention date, and any other relevant
information. Then, decide on a regular schedule for purging the records. This could be once a month, quarterly, or annually depending on the number of records and your organizational needs. When it comes time to purge the records, make sure you have a secure method in place to ensure that they are destroyed properly. This could include paper
shredding or securely deleting digital files from your system. Having a secure document shredding plan in place for regularly purging outdated or unnecessary records will help ensure that you remain compliant with all applicable laws and regulations. 4. Keep Your Records Organized Having an organized filing system is essential for any business,
large or small. Keeping your records organized will not only make it easier to find and retrieve the information you need but will also ensure that you comply with any legal requirements for record-keeping. There are a few key steps to organizing your records. First, you need to decide on a filing system that will work best for you. This could be
something as simple as organizing your records by type and year, or employing a document scanning company to scan and categorize your records up to date and filing them in the right place. As mentioned previously, purging old and unnecessary records is also
important to keep your filing system tidy. By following these simple steps, you'll be able to easily maintain an organized filing system that will make it easier to find the records you need. 5. Regularly Update Your Retention Schedule When it comes to rolling out your retention schedule, the key is to make sure the process is efficient and effective.
Ensure that everyone in your organization is aware of the changes, and that they understand their roles in helping to implement and enforce the schedule. This could include providing training to relevant staff and creating internal policies and procedures. You should also make sure that your retention schedule is integrated with existing systems and
processes, such as document storage and filing systems. Finally, you should take steps to ensure that your retention schedule remains up to date. Additionally, be sure to regularly monitor changes in regulations or conduct regular reviews of the schedule to ensure it is still relevant. By following these steps, you can ensure that your retention
schedule is properly implemented and enforced. Ready to Start Your Retention Schedule? When it comes to records retention, it's important to have a plan to ensure that you're compliant with legal and industry regulations. Having a schedule in place will also help you stay organized and ensure that your important documents are properly stored and
accessible when needed. That's why we're here to help. VRC offers a range of document scanning and storage solutions to help you start or refresh your records management system to the development of a customized document conversion and workflow plan tailored to your
specific needs, we can help you create a schedule that meets all of your requirements. We also offer ongoing support to ensure that your records retention schedule, VRC is here to help. Azam Qureshi, Chief Technology
Officer and Co-Founder of Intradyn Bank statements, insurance documents, contracts, permits and licenses, personnel files and more — there's a seemingly endless stream of important records organizations need to be retained for specific periods of time, either for legal, compliance or just business
purposes, which is why it's imperative that organizations create records retention schedule, or simply a retention schedule, with special attention schedule, with special attention schedule, with special attention schedule, are records retention schedule, with special attention schedule, are records retention schedule, and are records retention schedule, are records retention schedule, and are records retention schedule, are records retention schedule, and are records retention schedule, are records retention schedule, and are records retention schedule, are records retention schedule, and are records retention schedule, are records retention schedule, and are records retention schedule, are records retention schedule, and are records retention schedule, are records retention schedule, and are records retention schedule, are records retention schedule, and are records retention schedule, are records retention schedule, and are records retention schedule, are records retention schedule, and are records retention schedule, are records retention schedule, and are records retention schedule, are records retention schedule, and are records retention schedule, are records retention schedule, are records retention schedule, and are records retention schedule, are records retention schedule, and are records retention schedule, are records retention schedule, and are records retention schedule, are records retention schedule, and are records retention schedule, are records retention schedule, and are records retention schedule, are records retention schedule, and are records retention schedule, are records retention schedule, and are records retention schedule, and are records retention schedule, are records retention schedule, are records retention schedule, and are records retention schedule, are records retention schedule, and are records retention schedule, a
certain documents. Although legislative and regulatory compliance are the primary drivers behind organizations creating and implementing records retention schedules, they can also support information management initiatives and help businesses stay organized. It's also important to note that records retention schedules exist not just for paper-
based records, but electronic records, including emails, text messages, social media posts and direct messages and more. There's really no one rule when it comes to creating records retention schedules. How long you're required to retain records depends on a few different factors, including: What industry your organization operates in Where your
organization is based What types of records you have on file What your business needs are Let's discuss each of these factors individually. What Industry Your Organization Operates in Certain industries are subject to regulation, and certain regulation, and certain regulation, and certain regulation of these factors individually. What Industry Your Organization Operates in Certain industries are subject to regulation, and certain regulation, and certain regulation of these factors individually.
the Securities and Exchange Commission (SEC) Rule 17a-4 requires broker-dealers to retain and index electronic correspondences, including email, with immediate access for a period of two years and with non-immediate access for at least six years. Firms that fail to comply with SEC Rule 17a-4 are subject to investigation and penalization by the
Financial Industry Regulatory Authority (more commonly known as FINRA). We'll talk about other industry-specific regulations a little later in this article. Where Your Organization is based
has a direct impact on how long you're required to retain documents because different countries (and even states) have their own specific requirements. For example, under Japanese tax law, businesses are required to retain accounting records for a period of
five years; and under Denmark's Danish Companies Act, organizations are required to retain company documents for no less than five years. Where your clients are based matters, too. The General Data Protection Regulation (GDPR), which is designed to protect the privacy of citizens of the European Union (EU) and the greater European Economic
Area (EEA), is perhaps the most well-known example of this. Although GDPR does not stipulate specific retention periods, it does require any organization that information for "no longer than is necessary." GDPR also requires organizations to clearly
outline and communicate how long they intend to retain data subjects' information, which makes defining a records retention schedule an absolute must. What Types of Records You Have on File Certain records, such as tax documents (and supporting documents), employment records, sales receipts, expense reports and insurance policies, take
precedence over others when it comes to records retention. You may not need to retain any emails pertaining to your legal, financial or human resources departments. In some cases, these high-priority records come with their own set of
retention requirements. For example, the Internal Revenue Service requires organizations to retain records for a minimum of four years; and the Equal Employment Opportunity Commission requires employers
to retain all personnel or employment records for one year. What Your Business Needs Are Last, but certainly not least, your business needs will dictate how long you hold onto certain documents. From client communications to project-specific documentation and deliverables, there's a wide variety of records you'll want to create custom retention
schedules for. In addition to SEC Rule 17a-4 and GDPR, some of the most important regulations with general or specific records retention schedule requirements include: Sarbanes-Oxley (SOX) Act: Passed into U.S. federal law in 2002, SOX created financial record keeping and reporting requirements for corporations to protect investors from
fraudulent activity. Those requirements include a five-year retention period for customer invoices, a seven-year retention period for payroll records and bank statements. Gramm-Leach-Bliley Act (GLBA): GLBA, which became law in 1999, requires financial institutions
to be transparent with consumers about their information-sharing practices and to make an additional effort to secure consumer data. Although GLBA does not stipulate a specific retention period, the general rule of thumb is to retain all financial records for a period of seven years. Health Information Portability and Accountability Act (HIPAA):
Although HIPAA — the regulation designed to protect patients' private data against fraud and theft — does not set specific retention periods of medical records, it does specify how long healthcare organizations (known as "Covered Entities") are required to
retain HIPAA compliance documentation for a minimum of six years from when it was created or, in the event of a policy, from when it was last in effect. Family Educational institutions and agencies. FERPA does not specify retention periods.
However, it does require schools to produce and present a student's educational records for at least a few years after a student has graduated or is no longer enrolled. Freedom of Information Act (FOIA): Similar to FERPA and
GLBA, FOIA — which gives members of the public the right to require federal agencies — does not have any hard-and-fast records management programs and "identify records that should be preserved." As a result, any federal agency's
record management program should include records retention schedule? First thing's first: We recommend downloading our free data retention policy plan template, which can serve as a blueprint for your own records retention schedule. Then
once you're ready, follow these best practices: Understand your requirements. With the help of your legal team, familiarize yourself with your organization's legal and regulatory obligations and how they might influence your records retention schedule. You'll also want to take stock of your business' needs with help from key stakeholders across
various departments, including human resources, finance, sales, marketing and IT. Optimize for simplicity. Your records retention schedules don't need to be overly complicated and full of legal jargon. In order to ensure that your employees understand
language when drafting policies and procedures. Make sure your bases are completely covered. Your records retention schedule should be stored, how they should be disposed of when the time comes and who is responsible for enforcing the
schedule. Don't take a "one-size-fits-all" approach. Trying to create one, overarching records retention schedules. Invest in an archiving solution. Archiving solutions are the solutions are the solutions are the solutions are the solutions. Trying to create one, overarching records retention schedules. Invest in an archiving solution are the solutions are the solutions.
are especially useful for electronic communications and files because they can automatically capture data and securely store it within a centralized repository. Certain archiving solutions even enable you to define custom records retention schedules and automate the retention process, saving you and your employees time and effort. Back up your
data. From systems failures to power outages, disasters can and do happen, and they can cause you to lose access to business-critical information. Investing in a solution that routinely backs up your data is integral to any records management strategy and can reduce your risk of noncompliance. For more information on how archiving can support
records retention, contact the team at Intradyn today. Data retention refers to the practice of storing and maintaining data, typically in a digital format, for a specific period. This concept involves determining how long different types of data should be preserved and ensuring compliance with legal, regulatory, or organizational requirements. In this
article, we will explore What is Data Retention, different data retention policies, and also, How can modify data retention policy. What is Data Retention? Data retention policy are tention for a particular time. People and businesses do this for different reasons, such as following the law, ensuring things keep running smoothly, and studying
the data. In the age of digitization, data play a significant role in making decisions and policies inside any industry. It is also used to analyze customer behavior. Why is Data Retention is important for following reasons that are as follows: Legal
compliance: Many industries and educational institutions are legally bound to keep the records for a certain period. Maintaining and organization avoid getting into trouble with the law. Audit and Accountability: Organizations retaining
required data go through the audit process smoothly. It creates a record of information that can be checked to see if the company is doing what it's supposed to and following the rules. Business and Decision-making: Data plays a significant role in learning from past mistakes and analyzing future market trends; it leverages an organization's decision
making process. Customer Relationship Management: Retained customer data enables organizations to understand their clients better. This, in turn, facilitates personalized services and helps identify valuable customers, improving customer satisfaction and loyalty. Resilience to Data Loss: Retaining essential operational data ensures businesses can
recover quickly in the face of data loss or system failures. It supports business continuity and minimizes loss. Security incident investigation: In a security breach or cyber attack, retained data can be crucial in identifying potential sources and helping strengthen the system. Compliance with Financial Regulations: Industries must retain financial
with regulations such as HIPAA mandating that the medical record histories must be maintained for a period of 6 years. At the same time, corporations have own interests - for example, keeping business records may be necessary for tax purposes (often minimum 7 years) or purchase data (previous years). In addition to the quality of the data, the
 "natural life" of the data also matters: data from a social media post may only be useful for a short period of time whereas historic sales data minimization and rational of business for choosing acceptable retention periods. Core
categorizing data based on its sensitivity and legal requirements. This is vital for several reasons: Prioritization: Sensitive data, such as financial records or personal information (e.g., Social Security numbers), requires stricter security measures and may have shorter retention periods due to privacy regulations. Compliance: Classifying data helps
data breaches or unauthorized access.B. Retention PeriodsData retention periods define how long different types of data need to be stored. These periods for certain data types. For example, tax laws might dictate how long financial records
must be kept. Business Needs: Organizations may need to retain data for internal purposes like business continuity (disaster recovery) or data analysis. Customer purchase history can be valuable for understanding buying trends, but may not require long-term storage. Data Lifecycle: Consider the "natural lifespan" of the data. For instance, social
media posts might only be relevant for a short period, while historical sales data minimization. Holding onto unnecessary data for extended periods not only increases storage costs but also creates a larger security footprint. C.
Storage ConsiderationsWhere you store your data is an essential aspect of data retention. The chosen method needs to be secure, cost-effective, and scalable to accommodate future growth. Here's a breakdown of common storage options: On-premise Storage: Data is physically stored on servers located within your organization's infrastructure. This
offers greater control but can be expensive and require significant IT expertise for maintenance and security measures. Hybrid storage: Data is stored on remote servers managed by a cloud service provider with robust security measures. Hybrid
Regulatory Requirements Understand and comply with relevant laws and regulations governing data retention in your industry. This ensures adherence to mandated minimum retention periods for specific data types. Access Controls Establish clear access controls that restrict who can access different types of data. This minimizes the risk of
 unauthorized access, data breaches, and information security issues.Data Backups Implement proper data backup procedures to ensure data recovery in case of system failures, accidental deletion, or cyberattacks. Backups should be stored securely and regularly tested for accessibility.Data Lifecycle Management Outline the stages of data handling
throughout its lifecycle, including creation, usage, storage, archival (if applicable), and eventual disposal. This ensures data is retained for the designated period and securely disposed of once it reaches the end of its lifecycle. Steps to Create a Data Retention Policy Eight steps to create a Data Retention Policy Eight steps to create a data retention policy.
Here they are: Assign Ownership: Decide who will be responsible for overseeing and implementing the data retention policy. Understand Legal Requirements: Identify and understand the laws and regulations that apply to your organization's data storage practices. Determine Business Needs: Consider how long data needs to be retained for business
purposes, such as analytics, audits, or customer service. Establish Internal Audits: Create a regular review process to ensure adherence to the data retention policy. Set Review Schedule: Determine how often the data retention policy. Set Review Schedule: Determine how often the data retention policy. Set Review Schedule: Determine how often the data retention policy. Set Review Schedule: Determine how often the data retention policy. Set Review Schedule: Determine how often the data retention policy. Set Review Schedule: Determine how often the data retention policy. Set Review Schedule: Determine how often the data retention policy. Set Review Schedule: Determine how often the data retention policy. Set Review Schedule: Determine how often the data retention policy. Set Review Schedule: Determine how often the data retention policy. Set Review Schedule: Determine how often the data retention policy. Set Review Schedule: Determine how often the data retention policy. Set Review Schedule: Determine how often the data retention policy. Set Review Schedule: Determine how often the data retention policy. Set Review Schedule: Determine how often the data retention policy. Set Review Schedule: Determine how often the data retention policy will be reviewed and updated to reflect the data retention policy. Set Review Schedule: Determine how often the data retention policy. Set Review Schedule: Determine how often the data retention policy. Set Review Schedule: Determine how often the data retention policy. Set Review Schedule: Determine how often the data retention policy will be review be a schedule how often the data retention policy. Set Review Schedule: Determine how often the data retention policy will be review be a schedule how often the data retention policy. Set Review Schedule how often the data retention policy will be review be a schedule how often the data retention policy. Set Review Schedule how often the data retention policy will be a schedule how often the data retention policy. Set Review Schedule h
managing and enforcing the data retention policy. Plan for Implementation: Outline the steps involved in putting the data retention policy in a clear and concise manner, and obtain the necessary approvals before implementation. What
are the Benefits of using Data Retention? Data retention offers a number of advantages for organizations, both in terms of legal compliance and business functionality. Here are some key benefits: Compliance and business functionality. Here are some key benefits: Compliance and business functionality.
data-driven decisions and improve strategies. Improved Customer service: Access to past customer service. Security by enabling organizations to track access to sensitive information and identify potential security breaches. How can we
Modify Data Retention Policy? Modifying a data retention policy involves changing the rules and practices for how long data is stored, maintained, and eventually deleted within an organization. The process may vary depending on the specific data and organization. Finding Loopholes: Review current retention policies thoroughly, identify what is being
retained and to what time, and also analyze the underlying faults in the existing retention structure. Risk assessment: Calculate the potential risks and benefits of modifying the data retention policy. Consider factors such as legal implications, security concerns, and the impact on business operations. Define the objective of changing the data retention
policy: Clearly define the goals of modifying the data retention policy stake holder : File changing business needs. Communicating Stake holder : File changing the data retention policy stake holder and authorities should be informed so that this should be done with mutual
understanding. Documentation: Keep detailed record of the changes made to the data retention policy, including the reasons for modifications, key dates, and any approvals obtained. Periodic reviews of the data retention policy to make sure that it remains aligned with legal requirements and business objectives. Make
adjustments as needed . How can we Maintain Regulatory Compliance? Ensuring regulatory compliance is an essential aspect for an organization to operate ethically, avoid legal issues, and maintain regulatory compliance Understand Applicable Regulations
Identify and understand the specific regulations for your industry and region. This may include data protection laws, industry-specific regulations to identify areas where compliance might be lacking. This includes reviewing
data handling processes, security measures, and employee training programs. Create a Compliance Program should be attached to your specific industry and organizational needs. Employee Training
Ensure that all employees are trained on the relevant regulation changes and reinforce the importance of compliance. Regular training sessions help employees stay updated about regulation changes and reinforce the importance of compliance efforts, including policies, procedures,
audit results, and employee training records. Documentation is crucial for demonstrating compliance during regulatory inspections or audits. Incident Response Plan : Develop a comprehensive incident response plan to address compliance breaches regulatory inspections or audits. Incident Response Plan : Develop a comprehensive incident response plan to address compliance breaches regulatory inspections or audits. Incident response Plan : Develop a comprehensive incident response plan to address compliance breaches regulatory inspections or audits. Incident response Plan : Develop a comprehensive incident response Plan :
strategies. Specific Regulations to Consider General Data Protection Regulation (GDPR): Applicable to organizations the use of personal data of EU citizens. California Consumer Privacy Act(CCPA): Governs the collection and the use of personal data of EU citizens. California Consumer Privacy Act(HIPAA): Applies to
healthcare organizations and protects the confidentiality of patient information. Sarbanes-Oxley Act(SOX): Pretains to financial report and disclosure obogations of public companies .safterybGramm- Leach-Billey Act(GLBA): Protects the privacy and security of non-public personal information held by financial institutions. Occupational Safety and
Health Administartion(OSHA): It include regulations related to the protection of employee health and safety records. ConclusionData retention has numerous benefits, such as finding mistakes and improving them, improving business, and in
research and development. As far as I am concerned, there is no rule regarding the maximum retention period, but yes there is some rule on the minimum retention period, which depends on various factors such type of data, Intention behind its collection, and its Legal aspect. As the world becomes more and more digitized, the question of how long
to keep certain records becomes more complicated. When everything is recorded and stored electronically, it can be tempting to just keep everything "just in case." However, this kind of thinking can expose your business to unnecessary risk and privacy law compliance issues. The key to a successful records retention schedule is to carefully assess
what kind of records you need to keep and for how long. You'll also need to have a system in place for regularly purging outdated or unnecessary records. With a little bit of planning, you can ensure that your business is only retaining the records it needs to, minimizing exposure to risk and keeping your data privacy compliant. What is a Records
Retention Schedule? A records retention schedule is a systematic plan for how long information must be kept for legal and operational purposes and the guidelines for how to dispose of it. Companies implement retention schedules to maintain regulatory compliance, as well as to ensure disposal methods are legally defensible. In essence, a retention
schedule is the foundation of a solid records information management (RIM) program that governs business records throughout their lifecycle. The Value of a Document Retention Schedule The proliferation of data in today's digital world is staggering. Every day, 2.5 quintillion bytes of data are created at a record pace, and this number is only
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delete data in an effective and compliant manner. They also ensure that data is not kept for longer than necessary, thus reducing the risk of a data breach or leak. Benefits of a Record Retention Schedule Record retention schedules are an essential component of any good records information management (RIM) program, and businesses should make
sure that they have one in place. Through the successful roll-out of a records retention schedule, companies can take advantage of the following benefits: Control the exponential growth of records retention guidelines Locate and retrieve documents quickly and efficiently Minimize litigation risks By following these tips, you can create a
records retention schedule that minimizes exposure to risk and helps ensure compliance with privacy laws. Here are a few tips to get you started: How to Implement a Records Retention Schedule 1. Know Your Regulatory Requirements It is important for businesses to understand the regulations that govern their industry. Depending on the industry
there may be certain regulations that require businesses to keep records for a certain period of time. For example, in the healthcare industry, HIPAA requires that patient records be kept for at least six years. Businesses should familiarize themselves with these regulatory requirements and make sure they are compliant. Failure to comply with these
federal and state retention regulations can result in penalties and other negative consequences. Additionally, businesses should consider their own internal needs and decide how long they want to keep records, even if they are not legally required to do so. Keeping records for longer periods of time can help businesses track trends, improve customer
service, and make more informed decisions. 2. Classify Your Records Having an organized system for keeping track of your records is essential for efficient record-keeping. To start, create a spreadsheet or database that is organized into categories that make sense for the type of records you are keeping. For example, if you are organizing financial or
accounting records, you could create categories such as "Receipts," "Invoices," and "Appointment Notes." Once you have created your categories such as "Lab Results," "Prescriptions," and "Appointment Notes." Once you have created your categories such as "Lab Results," "Prescriptions," and "Bills." If you are organizing files for your medical records management program, you could create categories such as "Lab Results," "Invoices," and "Bills." If you are organizing files for your medical records management program, you could create categories such as "Lab Results," "Invoices," and "Bills." If you are organizing files for your medical records management program, you could create categories such as "Lab Results," "Invoices," and "Bills." If you are organizing files for your medical records management program, you could create categories such as "Lab Results," "Invoices," and "Bills." If you are organizing files for your medical records management program, you could create categories such as "Lab Results," "Invoices," and "Bills." If you are organizing files for your medical records management program, you could create categories such as "Lab Results," "Invoices," and "Bills." If you are organizing files for your medical records management program, you could create categories such as "Lab Results," "Invoices," and "Bills." "Invoices," "
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no longer have value should be disposed of in a secure manner. The first step is to create a list of all records that need to be purged. This list should include the type of record, the date it was created, the retention date, and any other relevant information. Then, decide on a regular schedule for purging the records. This could be once a month,
quarterly, or annually depending on the number of records and your organizational needs. When it comes time to purge the records, make sure you have a secure method in place to ensure that they are destroyed properly. This could include paper shredding plant and they are destroyed properly. This could include paper shredding or secure method in place to ensure that they are destroyed properly.
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information you need but will also ensure that you comply with any legal requirements for record-keeping. There are a few key steps to organizing your records by type and year, or employing a document scanning
company to scan and categorize your records. Once you have your system set up, you need to be consistent with keeping your records up to date and filing them in the right place. As mentioned previously, purging old and unnecessary records up to date and filing them in the right place. As mentioned previously, purging old and unnecessary records up to date and filing them in the right place. As mentioned previously, purging old and unnecessary records up to date and filing them in the right place. As mentioned previously, purging old and unnecessary records up to date and filing them in the right place. As mentioned previously, purging old and unnecessary records up to date and filing them in the right place. As mentioned previously, purging old and unnecessary records up to date and filing them in the right place. As mentioned previously, purging old and unnecessary records up to date and filing them in the right place. As mentioned previously, purging old and unnecessary records up to date and filing them in the right place. As mentioned previously, purging old and unnecessary records up to date and filing them in the right place. As mentioned previously, purging old and unnecessary records up to date and filing them in the right place. As mentioned previously, purging old and unnecessary records up to date and filing them in the right place.
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that your retention schedule remains up to date. Additionally, be sure to regularly monitor changes in regulations or conduct regular reviews of the schedule is properly implemented and enforced. Ready to Start Your Retention Schedule? When it comes
to records retention, it's important to have a plan to ensure that you're compliant with legal and industry regulations. Having a schedule in place will also help you stay organized and ensure that you're compliant with legal and industry regulations. Having a schedule in place will also help you stay organized and ensure that you're compliant with legal and industry regulations.
storage solutions to help you start or refresh your records retention schedule. From an initial assessment of your current records management system to the development of a customized document conversion and workflow plan tailored to your specific needs, we can help you create a schedule that meets all of your requirements. We also offer
ongoing support to ensure that your records retention schedule remains up-to-date and compliant. So if you're looking for professional assistance to start or refresh your records retention schedule, VRC is here to help. Data retention has emerged as a crucial concept in the ever-evolving data-driven landscape, where data continues to traverse across
boundaries. Without operationalizing a data retention policy, the data landscape would become chaotic, resulting in violation of the law, inability to access historical insights, and escalating the risk of misuse or exposure of sensitive data. Data retention enables organizations to store, manage, and utilize data for various uses, including corporate
intelligence and ensuring legal compliance. However, under modern-day data privacy laws, organizations aren't allowed to retain personal data for longer than necessary to fulfill the purposes for which it was initially collected. Data privacy laws require organizations to establish procedures for timely data erasure, ensure data security during
retention, specify precise retention durations, ensure transparency in data handling procedures, and prioritize an individual's right to privacy. This guide will explore the multifaceted world of data retention, delving into its significance, best practices, and how it influences our
data-driven era. What is Data Retention? Data retention is the process of storing data for a specified time to comply with laws, support business needs, and enable data-driven insights. Data retention ensures that information is kept safe and available for intended use while complying with privacy and data protection laws. Data retention involves
establishing data retention policies that clearly define data storage and processing based on its value and legal requirements. It includes data identification processes. This structured approach promotes effective data management by ensuring that data is retained
when required and disposed of when no longer required for the purposes it was initially obtained. What Is a Data Retention Policy & Why Is It Important? The data retention policy specifies the durations, standards, and procedures for keeping various categories of data while considering operational, business, legal, and regulatory needs. It assists
organizations in managing the lifecycle of their data, ensuring compliance, and reducing the risks associated with holding onto data longer than necessary. What to Include in a Data Retention Policy? A data retention policy might include: Categories of Data - What data you collect (financial, legal, health, or personal data), why you collect it, and
where it's stored. Roles and Responsibilities - Determine who implements and oversees the policy. Data Owners should decide how long data should monitor compliance with legal and regulatory requirements. Data Classification
Define categories of data, such as Confidential Data (e.g., personal data, trade secrets), Operational Data (e.g., employee schedules, internal reports), and Archival Data (e.g., historical financial records) and assign retention periods - Specifications on how long you'll keep different data types and for what reason
Storage and Data Disposal - Specify where data will be stored and the secure methods utilized for data destruction after the retention period ends. Access Controls - Who can access and dispose of data when needed. Applicable Laws - Details on which laws and industry standards apply to the data you collect and how your organization ensures
compliance. Detail how the policy aligns with GDPR, CCPA, or SOX standards. Handling Practices - An overview of how you dispose of data and handle user deletion requests - a common requirement of most privacy regulations. Exemptions and Exceptions - Outline cases where data may be retained beyond the usual period, such as ongoing
litigation, investigations, etc. Benefits of a Data Retention Policy A well-defined data retention policy offers several benefits to organizations: Legal Complexities. Reduced Storage Costs: It streamlines data management and minimizes storage costs
by only retaining the data that is necessary for processing. Improved Data Security: It reduces the risk of data breaches by ensuring that sensitive data is kept safe and disposed of responsibly. Efficient Data Retrieval: It saves time and resources by simplifying identifying and accessing crucial data when needed. Historical Insights: Organizations can
analyze retained data to gain historical insights for better decision-making and planning. Streamlined Workflows: A clear policy streamlines data management procedures and minimizes chaos, enhancing overall operational effectiveness. Mitigates Legal Complexities: It reduces the possibility of retaining out-of-date or unnecessary data, which could
become an issue in the event of a lawsuit. Builds Customer Trust: A well-defined data retention policy demonstrates an organization's commitment to handling data responsibly, enhancing customer trust and reputation. Compliance Requirements for Data Retention Compliance requirements vary across federal, state, and international laws that
specify the retention periods for each regulation. Here's a general overview: Health Insurance Portability and Accountability Act (HIPAA) & Sarbanes-Oxley Act (SOX) have specific requirements for data retention. Data retention
under the Health Insurance Portability and Accountability Act (HIPAA) mandates that healthcare organizations maintain protected health information (PHI) for at least six years. The retention period starts from the creation date or when the data was last used. HIPAA also requires organizations to have secure data storage, access controls, and
protocols for data disposal to protect the privacy and security of patients' medical records. Under the Sarbanes-Oxley Act (SOX), data retention requirements pertain to financial records and documents, for at least seven years. Data retention under SOX is
Organizations must have a clear retention policy in place and must be able to demonstrate that they are complying with the policy. Additionally, GDPR requires organizations to securely delete or destroy personal data when it is no longer needed. California Consumer Privacy Act (CCPA) & California Privacy Rights Act (CPRA) CCPA, now amended by
the California Privacy Rights Act (CPRA), requires organizations to disclose their data retention policy and the specific categories of personal information that they collect, use, and retain. Organizations must also provide consumers with the right to request deletion of their personal information and must comply with these requests within a specific
time frame. Internal Policies Organizations may set their own guidelines for retaining data to ensure it is retained for the right amount of time and then erased when it is no longer required. Contractual Obligations may be imposed on organizations may be imposed organizations may be imposed on organizations may be imposed organizations may be imposed organizations may be imposed organizations may be imposed or
Retention Policies Complying with data retention policies presents unique challenges for organizations. These difficulties may differ depending on the industry, type of data, and regulatory framework. Here are some common challenges: Diverse Regulatory framework. Here are some common challenges for organizations.
 countries. It can be challenging for organizations to navigate this complex regulatory environment, particularly if they operate international laws. Data Proliferation Organizations produce a never-enging
data, making managing and storing this enormous amount of data increasingly challenging. Effective data retention regulations depend on the ability to identify and classify data according to its value and sensitivity. Technology Evolution Organizations may find it challenging to maintain current data retention practices as practices evolve due to the
quick advancement of technology. Organizations may need to update their policies and architecture in response to the emergence of new data formats, communication routes, and storage technologies. Ensuring Data Security Organizations must prioritize the need to securely retain data for legal requirements and make sure it is readily available
when needed. Data security necessitates implementing strong security measures to protect sensitive data from unauthorized access and emerging security threats. Data Lifecycle Management Managing the complete data lifecycle can be complete data lifecycle can be complete data lifecycle can be completed.
deletion procedures. Costs and Resources Effective data retention policies can require a lot of resources to implement and manage the policy. This entails staff training, compliance monitoring, and investing in modern-day tools. Legacy Systems and Data Most organizations still use outdated data systems and data management tools, which can be
difficult to combine with modern data management tools and technology. Making the switch from these systems while still being compliant can be very difficult. How to Create a Data Retention Policy is crucial for organizations to ensure swift compliance, manage data efficiently, and ensure data privacy and data
security best practices. Here's a step-by-step guide to help you create a data retention policy: Identifying the particular legal and Regulatory Requirements Begin by identifying the particular legal and regulatory standards that apply to your organization. This comprises data privacy legislation, industry-specific rules, and procedures for notifying parties of data
breaches. Determine the categories of data that must be retained and the time frames for doing so. Establish a Data Inventory Conduct a comprehensive audit of the data your organization collects and stores. Once data is identified, categories Categories of data that must be retained and the time frames for doing so. Establish a Data Inventory Conduct a comprehensive audit of the data your organization collects and stores. Once data is identified, categories of data that must be retained and the time frames for doing so. Establish a Data Inventory Conduct a comprehensive audit of the data your organization collects and stores.
data according to its significance, sensitivity, and legal and regulatory needs. Define categories as "critical," "sensitive," and "non-essential" data, etc. Set Retention Periods Determine the appropriate retention periods for each data category based on legal requirements, business needs, and industry standards. Some data may need to be retained for
several years, while others may have shorter retention periods. Data Handling Procedures Clearly define how data should be handled at every stage of its lifecycle, from collection to disposal. These should cover policies for data backups, encryption, access controls, and storage. Data Destruction Develop safe procedures for destroying data to ensure
it is disposed of appropriately when its retention period expires. This could entail safely destroying digital data or shredding physical paperwork. Access and Retrieval Establish protocols so authorized individuals can access and retrieve data when required for operational, legal, or other purposes. Training and Education Implement training and
awareness programs to ensure all employees are informed about the data retention policies to ensure the guidelines are being followed correctly. Review the data retention policy periodically audit and assess compliance with data retention policies to ensure the guidelines are being followed correctly. Review the data retention policy periodically audit and assess compliance with data retention policies to ensure the guidelines are being followed correctly.
to ensure it complies with industry standards and evolving regulatory obligations. Developing a data retention policy is a continuous process that needs to be meticulously planned and updated regulatory obligations. Developing a data retention project to be meticulously planned and updated regulatory obligations.
Command Center, a centralized platform that enables the safe use of data and AI. It leverages contextual data intelligence and automation to unify data controls across security, privacy, compliance, and governance through a single, fully integrated platform. Large global enterprises rely on Security's Data Command Center for data security, privacy, compliance, and governance through a single, fully integrated platform.
governance, and compliance. Securiti has been recognized as Gartner's "Cool Vendor in Data Security", Forrester's "Privacy Management Wave Leader", and RSA's "Most Innovative Startup." Securiti can help create a data retention policy by enabling organizations to: Discover data assets and build a data inventory; Classify data categories - organize
diverse data sets based on predefined criteria; Apply labels through policies - automate tagging of data based on predefined rules; Determine a retention policies; Take appropriate action - alert, email, delete, quarantine data, or extend the retention period. Request a
demo to witness Securiti in action. Frequently Asked Questions Today's increasingly digital workforce moves quickly, creating more information than ever before, and often in formats that didn't even exist a decade ago. Yet many businesses still rely on outdated technology or take a "save everything" approach when it comes to their important
information. This puts organizations at risk of noncompliance, potential fines, and/or a data breach. With the ever-increasing amount of information and regulations created daily, organization's retention schedule is up to par?
Continue reading for an overview of what your retention schedule needs to ensure success. The Must-Haves for Your Record Management Retention Schedule Record retention schedule needs to ensure that out-of-date records are
destroyed in a manner that complies with relevant regulations. When it comes to evaluating and developing (or updating) your retention schedule should contain the following: An official copy holder - This is the name of the office, department, or business
unit where the record(s) in question are created or stored. Records inventory - A records inventory provides a comprehensive description of all the records your organization or department creates, collects, stores, and manages. Disposal action outlines what happens to records once they reach the end of the document lifecycle.
Many documents will need to be destroyed or shredded. However, other records may need to be transferred, reviewed at a later date, or stored indefinitely offsite. Retention period - A retention period is the minimum length of time that a record or group of records needs to be retained before the disposal action is undertaken. Often, this period is
stated in terms of months or years, but may also be contingent upon other events, like the termination of a contract or once a project is completed. Authority will be either the legislative or regulatory authority that applies to said documents, but it could also be
an internal statutory authority. Disposal trigger event - Much like it sounds, this is the event that triggers the disposal action. Most often, this will be when the document reaches the end of its retention period, but it could vary depending on the record type or whether the document is being held for litigation or auditing. Considerations for Your
Record Retention Schedule and Processes As you're developing, implementing, and monitoring these pieces of your retention schedule, consider the following: What is a record? Records come in a variety of formats, but they all contain important business information. Traditionally, organizations managed a mix of paper forms, cards, photographs
reports, microfilms, tapes, disks, and electronic files. Now, many organizations utilize email, collaborative social tools, cloud technology, and personal mobile devices to conduct business and generate records. It's important to consider how all this information fits into a long-term record retention schedule and strategy — regardless of format.
Conducting an information audit allows an organization to see the types of records each department or team creates, making it easier for records managers to evaluate, prioritize, and classify information into a retention schedule that encompasses all record types. Who creates records? Different departments create and use documents differently
When developing or enhancing your document management program, it's vital to tailor the record creation, usage, and storage practices. Consider creating an information governance board that includes representatives from throughout the organization. They can help identify the types of
documents that are created, as well as how frequently they're needed. This will allow you to develop the appropriate retention periods and storage procedures for each document group. What is the lifecycle of our documents or data? The lifecycle of a record will vary depending on its legal and operational value. Federal, state, and local regulations
will usually help determine how long a certain record type must be saved; however, internal policies may also affect the length of the retention schedules should not be created based on individual records but on groups of records—an approach often referred to as "big bucket" retention scheduling. This classification system allows
businesses to organize records with other related or like records—ones that have similar retention needs—so they can be filed, used, and evaluated together. With retention and privacy management software, organizations can automate retention schedules and capture documents as they're created, place them in the correct retention group, and
monitor for updates. How can we ensure long-term preservation and access to records? Business documents must be complete, secure, and accessible. A digital document management solution should provide organizations with fast, secure, and accessible and access to all of their information. The software you choose should be designed with compliance in
mind and scalable to meet the growing needs of your business. For documents that must be kept in physical form, offsite storage centers provide a secure, climate-controlled setting to protect your information while freeing up valuable offsite, so you can
access them anytime and anywhere. What staff training do we need to ensure the team complies with the new procedures, policies, and retention schedules? A successful records retention schedule requires buy-in from team members across the organization. Comprehensive training and ongoing education on RIM best practices will ensure employees
are aware of the latest policies, procedures, and threats. Make it easy for your team by providing them with innovative tools and technologies that automate and simplify records retention. Communicate frequently and thoroughly about updates to your retention policies so employees understand their role in protecting company information. Need to
update your retention schedule? We can help with that! Streamline your privacy and retention policy updates with continuously updated legal research covering 220+ jurisdictions around the world with our record retention schedule management solution, Virgo. For a free 90-day trial of Virgo, click the button below! Get Started Records retention
schedules serve as a company's legal authority to retain and purge records are required to be retained. A retention schedule needs
to be developed and applied in a systematic manner, as part of a company's corporate- wide records management strategy. Both development and implementation of a retention schedule are important elements in establishing a "good faith" effort and ensuring a sound records management program. As the volume of retained business records
expands, so do the associated risks of not having a retention schedule. Establishing how long to retain records requires the development and implementation of a credible records management program can splinter outsiders'
assumptions of good faith. Absent a viable reason, keeping records for longer or shorter times than guidelines dictate exposes a company to unnecessary risk. The more information a business retains, the greater the burden of identifying and locating records when needed for reference purposes and legal compliance. Without a records management
program with indexing capabilities, the effort of locating required documents can be immense. Risk exists if a company is not able to locate all seemingly relevant records and unintentionally withholds required documents. A Records Retention Schedule is a plan for the maintenance, storage, and eventual disposition (archival transfer or destruction)
of the records included on it. Records Retention Schedules should identify the records your agency is creating and are responsible for and the retention periods they must be kept for, either per business need or statute. State agencies utilize the
Records Retention Schedule (STD.73) to list all records received, created, used, and maintained by a their agency, as well as the retention and disposal information for those records in all formats—electronic, film, magnetic, and paper. Local government entities may use the template of their choosing since it
will not be reviewed and approved by the California Secretary of State's Office. Retention schedules can be created at any level of the state or local government agency. Smaller agencies may have a single retention schedule, while larger agencies may create
retention schedules at the Division or Section/Unit level. The records included on the agency it covers. Having an updated retention schedule saves both physical and electronic storage space. If records are not disposed of on a regular basis, they pile up in office corners or overburden shared drives with files that are no
longer needed to conduct daily business. Retaining and disposing of records according to the Retention Schedule creates a regular, controlled flow of records through multiple storage facilities like the State
Records Center (SRC) before their ultimate disposition, either to preservation at the State agency in the performance of its duties must be identified and listed on the Retention Schedule. By listing records held by a State agency, the Schedule
provides an overall outline of how the agency operates, and which units work with which records. The Retention Schedule also ensures compliance with statutory and legal recordseeping requirements by identifying which records. The Retention Schedule
When creating a Retention Schedule, a state agency performs an analysis of current business processes, which may lead to improvements in how the agency from legal action by ensuring obsolete records are destroyed with proper authorization and in accordance with the
law. In addition, a current Retention Schedule ensures that records of historical importance are transferred to the State Archives for preservation. For more information about developing a records Retention Schedule, available for free on CalLearns. How
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to Search for Previous Retention Schedules Using the Athena Database Best practice for proper records management may include the reference of previous retention schedules. Previous retention schedules may be located and reference of previous retention schedules. Previous retention schedules may be located and reference of previous retention schedules. Previous retention schedules may be located and reference of previous retention schedules. Previous retention schedules. Previous retention schedules may be located and reference of previous retention schedules. Previous retention schedules may be located and reference of previous retention schedules. Previous retention schedules using the schedules. Previous retention schedules may be located and reference of previous retention schedules. Previous retention schedules may be located and reference of previous retention schedules. Previous retention schedules may be located and reference of previous retention schedules. Previous retention schedules may be located and reference of previous retention schedules. Previous retention schedules may be located and reference of previous retention schedules. Previous retention schedules may be located and reference of previous retention schedules. Previous retention schedules may be located and reference of previous retention schedules. Previous retention schedules may be located and reference of previous retention schedules. Previous retention schedules may be located and reference of previous retention schedules. Previous retention schedules may be located and reference of previous retention schedules. Previous retention schedules may be located and reference of previous retention schedules. Previous retention schedules may be located and reference of previous retention schedules. Previous retention schedules may be located and reference of previous retention schedules. Previous retention schedules may be located and reference of previous retention schedules. Previous retention schedules may be located and reference of prev

"General Services" to pull up all of the schedules for that agency, so this is searching by the agency, so this is the least common way to search for a schedule. State Agency Retention Schedule Forms and Processes Standard 73 (STD 73) Cover Page is available only in PDF format and should not include any records or detailed scheduled information—please only complete the first page of the PDF document Cover Page - Agency/Department Information (Boxes 1-5) Box (1) should contain the Department/Agency name that the schedule is for. Box (2), for IMS Code and Billing Codes, are not necessary to complete, but you may if you prefer. CalRIM only accepts schedules electronically, via email, due to the COVID-19 pandemic, so routing schedules via IMS Code is no longer utilized. CalRIM also no longer charges for our review services, so the Billing Code does not need to be provided unless you would like to do so. It can be helpful for easy reference if the agency stored with SRC or other third-parties. Box (3) will contain the number of pages on this retention schedule submission. This total will likely change as the schedule goes through CalRIM review—the agency may enter their current total of pages upon submission, but CalRIM will update this number upon approval. Box (4) should contain the address of where this Division/Branch/Section is located. These three boxes on the Cover Page will indicate what type of retention schedule is being submitted. Only one box should be selected to clarify the type of submission for the schedule. Cover Page - Retention Schedule Submission Type (Boxes 6-8) Box (6) - New Retention Schedule are items that have never been scheduled before. Common events that lead to the creation of a new schedule are: An agency is new and has never filed a retention schedule. The agency has a new unit. Box (7) - Revised Retention Schedule A Revision. The agency has a new unit. Box (7) - Revised Retention Schedule. schedule was approved 10/20/2019, it can be revised no earlier than 4/20/2024. To send records to the State Records Center, the schedule must be current standards in verbiage and formatting, so it is important to check the Records Management Handbook or with CalRIM for any changes. Box (8) - Amended Retention Schedule An amendment takes place anytime in the first 4.5 years of the life of the STD. 73 (Records Retention Schedule). Reasons for submitting an amendment must be for a substantial reason which include but are not limited to typos that fundamentally alter the STD. 73 (Records Retention Schedule), incorrect retention periods or updates to retention periods, the beginning of a new program goes into sunset, disbands, or ends work, transfer of records, and digitization and paper reduction projects. An amendment has the same expiration date, approval number, and internal schedule number as the original record retention schedule. This begs the question, "What is the purpose of an amendment?" First, it makes the STD. 73 (Records Retention Schedule) more accurately reflect daily workflow and business practice. This reduces risk and liability. It also gives the agency the ability to legally destroy previously unscheduled records and it will make the revision of the schedule significantly easier as part of the work has already been completed. Cover Page - New Schedule Information (Boxes 9-12) In these boxes, please enter the New Schedule Information, which is the information (Boxes 9-12) In these boxes, please enter the New Schedule Information (Boxes 9-12) In these boxes, please enter the New Schedule Information (Boxes 9-12) In these boxes, please enter the New Schedule Information (Boxes 9-12) In these boxes, please enter the New Schedule Information (Boxes 9-12) In these boxes, please enter the New Schedule Information (Boxes 9-12) In these boxes, please enter the New Schedule Information (Boxes 9-12) In these boxes, please enter the New Schedule Information (Boxes 9-12) In these boxes, please enter the New Schedule Information (Boxes 9-12) In these boxes, please enter the New Schedule Information (Boxes 9-12) In these boxes, please enter the New Schedule Information (Boxes 9-12) In these boxes, please enter the New Schedule Information (Boxes 9-12) In these boxes, please enter the New Schedule Information (Boxes 9-12) In these boxes, please enter the New Schedule Information (Boxes 9-12) In these boxes, please enter the New Schedule Information (Boxes 9-12) In the New Schedule Information (Boxes 9-Number you have assigned to this schedule. The format of this number should be decided on internally, be easily identifiable and searchable, and should best fit your business need. Box (10), Schedule Date, should be the date that the schedule was submitted to CalRIM. Box (11), Number of Pages, should contain the total number of pages your schedule contains. This number may change during the review process, but CalRIM will ensure to update the page number upon approval if it has changed. Box (12), Cubic Feet, should contain the total cubic footage of all the records on your schedule. Cover Page - Previous Schedule Information (Boxes 13-16) In these boxes, please enter the appropriate information from the previously approved schedule that is being revised or amended. NOTE: These boxes will only be applicable to Revisions and Amendments, as new schedules will not have any previous schedules to reference back to. Box (13), Schedule Number, should contain the internally assigned agency schedule number for the previous schedule. The format can vary and is decided internally by the agency, but a suggested format is Agency, Division, and year (ex: DMV-OPS-2021). However, this format is entirely up to your agency and your business need. Box (14), Approval Number, should contain the previous seven-digit approval number assigned to the previous schedule This is so that Archives staff and agency records management staff can reference the previous Schedule, ensure all records are accounted for, and identify where new records management staff can reference the previous schedule, the Approval Date, should contain the date the previous schedule, the Approval Date, should contain the date the previous schedule, the Approval Date, should contain the date the previous schedule, the Approval Date, should contain the date the previous schedule, the Approval Date, should contain the date the previous schedule, the Approval Date, should contain the date the previous schedule, the Approval Date, should contain the date the previous schedule, the Approval Date, should contain the date the previous schedule. was approved. Box (16), Pages Revised, should contain the number of pages that have been altered in your current submission. For an Amendment, a specified page range, such as 2, or 1-4, is preferable so Archives staff can identify where a change was made. For a Revision, the entire schedule should be updated, so simply entering "All" in this field will suffice. Cover Page - Functional Statement (Box 17) This piece of the Cover Page should contain the division/branch/section's Functional Statement for the CalRIM team might read something like this: "CalRIM reviews State agency Records management of electronic records; provides consultation; evaluates the effectiveness of existing records management of electronic records; provides consultation; evaluates the effectiveness of existing records management of electronic records; provides consultation; evaluates the effectiveness of existing records management of electronic records; provides consultation; evaluates the effectiveness of existing records management of electronic records; provides consultation; evaluates the effectiveness of existing records management of electronic records; provides consultation; evaluates the effectiveness of existing records management of electronic records; provides consultation; evaluates the effectiveness of existing records management of electronic records management of electronic records; provides consultation; evaluates the effectiveness of existing records management of electronic records management of e Information (Boxes 18-21) These boxes should contain information for the Manager Responsible for Records. This person will be identified by the agency as the correct Manager to sign off on the finalized retention schedule. Box (18) should contain the title of the Manager Responsible for Records, such as SSMI, SSMII, etc. Please also include the name of the manager who should be signing. Box (20) should contain the manager who should be signing. Box (20) should contain the manager who should contain the manager who should be signing. information for the Records Management Coordinator (RMC). The RMC is the only person who will ever sign in this space on the STD. 73 Cover Page. Like above, Box (22) and Box (26) may be left blank, as signatures and signatures and signatures and signatures are specified blank, as signatures and signatures are specified blank, as signatures are specified blank. The Standard 73 (STD. 73) Page 2 is drafted and submitted to CalRIM in Excel format, and contains the actual listing of agency records, their retention periods, and storage instructions. If the functional statement is long, and it does not fit on the Cover Page, it may be entered in the designated section at the top of Page 2 of the STD 73 Excel sheet instead. If your statement fits on the Cover Page, please enter "See Page 1" in this box instead. The top of the Page 2 also includes a space to defined in this table. Keep in mind that using acronyms can often make following a schedule more confusing—it is best practice to spell out acronyms throughout the schedule for clarity. Page 2 - Item Number (Column 37) The retention schedule (i.e., 1, 2, 3, etc.). If a record series exists in multiple formats, those become alpha numeric (i.e., 1, 2, 3a (paper version), 3b (electronic version), 3c (film/microfilm version), 4, 5, etc.). Note: If there are headings to different record types (i.e., Fiscal, Human Resources, etc.) or different units under the same division are being used, those do not need to be numbered. Numbering is used for records and record series only. Page 2 - Calculating Cubic Feet (Column 38) This column accounts for cubic footage of your paper records. This does not have to be exact. We only ask for cubic footage is to keep in mind that one (1) full Records Storage Box equals one (1) cubic footage is to keep in mind that one (1) full Records. One easy way to measure cubic footage is to keep in mind that one (1) full Records Storage Box equals one (2) full Records Storage Box equals one (3) full Records Storage Box equals one (3) full Records Storage Box equals one (4) full Records Storage Box equals one (5) full Records Storage Box equals one (6) full Records Storage Box equals Storage Box is where the "Notify Archives" flag is placed by the archivists reviewing the State Archives and receiving approval for destruction first. Page 2 - Title And Description (Column 40) This column is where an agency's records series are documented. CalRIM expects to see records series on schedules structured with a title and a description. It is important that the title of each record series be as accurate as possible. Some examples of useful record series are: "Legislative Analysis Files," "Legal Opinions," "Official Personnel File Documents," "Public Conference Videos," and so on. Vague titles, such as "Corporate Papers," "Miscellaneous Files," "Official Documents" or "Essential Correspondence" should not be used. In addition to a clear and useful title, record series should outline the contents, function and purpose of the records in that series. This section should contain information on how the records serve in the unit, and what business processes are unit of the unit, and the unit of the purpose of the unit and the State agency. It is especially important to note in the description if the records pertain to higher levels of management within the State agency. This information is essential to State Archivists who will review the Records pertain to higher levels of management within the State agency. This information is essential to State Archivists who will review the Records pertain to higher levels of management within the State agency. This information is essential to State Archivists who will review the Records pertain to higher levels of management within the State agency. This information is essential to State Archivists who will review the Records pertain to higher levels of management within the State agency. This information is essential to State Archivists who will review the Records pertain to higher levels of management within the State agency. This information is essential to State Archivists who will review the Records pertain to higher levels of management within the State agency. This information is essential to State Archivists who will review the Records pertain the State agency. This information is essential to State Archivists who will review the Records pertain the State agency. decision-making correspondence by a Division Chief, or maps of historical buildings and locations, or Committee or Board meeting minutes, etc. Page 2 - Media Type (Column 41) The four main media categories accepted on retention schedules are electronic, film, magnetic, and paper. Within each of these four categories, there are multiple types of "carriers" where records may be stored. More specific information on the media carrier type should be included in the Remarks should say whether the records are stored on CDs, removable media (like a thumb drive), on a database, etc It is important to know what carrier type records are stored on, especially if the records are identified as having potential historical importance and may go to the State Archives at the end of their retention period. If a record series exists in multiple media formats, each media should be listed as a separate line item. Page 2 - Essential/Vital Records (Column 42) State agencies are required by the State Records Management Act to identify "records essential to the functioning of state government in the event of a major disaster" (Government Code section 12274(b). Essential records must have a mark in column (42) and the remark needs to include how the records are protected. They can be stored in either: A fire-proof container onsite; Off-site storage, 20 or more miles away from the office; Cloud storage. These acceptable storage methods for essential records are kept safe. Page 2 - Retention Periods (Column 43 - 46) Every item on the STD. 73 (Records Retention Schedule) needs a retention period. These belong in columns (43) (44) and (45). If the records will be stored for any period of time in the main office or one of the field offices, this value is entered into (43). If the records will be transferred to an agency owned or rented storage facility, the total amount of time these will live in storage before destruction belongs in (45). The total retention belongs in (46), so (46) should never be blank. For clarity, ALL retention periods should be followed by the word "days," "months," or "years." Active Periods & Cutoff Dates If an active period is being used, an inactivation trigger, or cutoff date must accompany it in the remarks. An inactivation trigger, or cutoff date must accompany it in the remarks. An inactivation trigger cannot be subjective or open ended, such as: "Active until no longer needed," or "Active until management approves destruction." These inactivation triggers can vary in results depending on the person, their outlook, and how they make decisions. In records management, we want to ensure there are not any "holes" in our records management, we want to ensure there are not any "holes" in our records management, we want to ensure there are not any "holes" in our records management, we want to ensure there are not any "holes" in our records management, we want to ensure there are not any "holes" in our records management, we want to ensure there are not any "holes" in our records management, we want to ensure there are not any "holes" in our records management, we want to ensure there are not any "holes" in our records management, we want to ensure there are not any "holes" in our records management, we want to ensure the ensure there are not any "holes" in our records management, we want to ensure the retention period. Some examples of great cutoff date inactivation triggers are: "Active until project is completed;" "Active until superseded or revised;" "Active until employee has transferred, retired, or separated from State service." Unless a legal statute exists requiring permanent retention, permanent retention should be avoided and storage of 50 years or more must be justified. Your CalRIM analyst will ask you to provide in the remarks a note to review records every few years to ensure the lengthy retention is needed. Regarding permanent retention, unless a legal statute exists requiring permanent retention, permanent retention, permanent retention should be avoided and storage of 50 years or more must be justified. We advise agencies to avoid permanent retentions because it is ultimately an unrealistic timeframe to keep records. Records degenerate over time and require maintenance and upkeep. Paper, for instance, often must kept in a temperature-controlled environment and in archival boxes in order to be properly preserved, and it's not common for agencies to have these amenities in their buildings to keep their permanent records safe. This is something—these records MUST be kept permanently, unaltered, in order to be in compliance with the schedule. In addition, having a 50-year retention where the records from getting lost, especially when they are in offsite storage. Page 2 - PRA/IPA Exemptions (Column 47) Some records have Public Records Act (PRA) or Informational Practices Act (IPA) exemptions from disclosure because they contain confidential information, or PII, amongst other things that are detailed in the PRA/IPA code exemptions. Gov. Code 7920 is the full California Public Records Act (exemptions are typically included under Government Code 7920). Civil Code 1798 is the Information Practices Act of 1977. If all or part of the record series has an exemption, in column (47) an "X" needs to appear for PRA exemptions and "I" for IPA exemptions. Proper government code and section will need to be added to the remarks as well. Page 2 - Writing Robust Remarks (Column 48) Remarks specify the end of the series, and more. In the case of electronic records, the remarks section will include the storage method used for the record series, the retention period, the back-up process, and the disposition of the electronic records. If an active trigger must accompany it in the remarks. An active trigger must accompany it in the remarks. An active trigger must accompany it in the remarks. These active triggers are very open-ended and can vary in results depending on the person, their outlook, and how they make decisions. In records management programs—active triggers must have concrete milestones to reach that clearly end their Active period and begin the retention period. Summary of Changes A Summary of Changes is an excel document that must be included when amending or revising a Retention Schedule. The Summary must outline all changes being made to the records series from the old schedule to the new Retention Schedule. This document is necessary for staff at the State Agency, for the CalRIM Analysts, for the Archivists in SRAP, as well as for any member of the public reading the Schedule to be able to track the changes made to a Retention Schedule over time. The Summary of Changes assists records management staff in identifying why a record series was removed from the retention schedule, or when a change or addition occurred, and why. If a record series is removed from the retention schedule, this should only occur if the records: 1) are no longer being created by the agency in any format and 2) those existing records met their established retention and were destroyed. Keep in mind nothing should be left blank. Each record needs to be accounted for on its own line. Box (1), Approval Number - The agency should add the approval number that correlates to the previous retention schedule that is now being amended or revised by this current submission. CalRIM will add the NEW approval number once the schedule is finalized and ready for DocuSign. Column (3), Previous Item Number - Number assigned to the record/ record series being described on the previous Records Retention Schedule. List any record on the old retention schedule that has been changed, updated, or deleted. The numbers need to be listed in an ascending, consecutive order (e.g., 1,2,3a, 3b). Column (4), New Item Number - Number assigned to the record/revised Records Retention Schedule that is being submitted. In ascending, consecutive order, list what the line-item number is. It will show whether the line-item number is the same or has changed. Column (5), Action This column will specify what action has been taken on a record series has been changed, deleted, or added. Column (6), Title of Record - This column should contain the title of the record series being changed, deleted, or added. Any changed or added series should reflect as they appear on the amended/revised Records Retention Schedule currently being submitted. If deleting a record/record series, list the title from the previous schedule. Column (7), Comments - Any comments that will briefly explain what changed, or why the record series has been deleted or added. For example, "CHANGE - Updated title and added description." Or "ADD - New series to reflect records left off previous schedule." Or "DELETE - Series moved to schedule 2024-001, function moved to different Division." Column (8), Media Type - List each media type on a separate line. Appropriate storage media code for the series of records described: Code Media Type Examples E Electronic CD, Data base, DVD, Email, Removible Media, Server, Social Media, etc. F Film Film Stock, Microfiche, Microfic is a name change to a division/unit/program, or if a unit/program has been absorbed into another division, this must be accounted for in a way that accurately reflects your organizational structure and business needs. Records Retention Schedules must be kept up to date if they are to be of value and the records on the Schedule retained and disposed of properly. If a state agency will be out of compliance with the State Records Management Act. 7 Once a state agency Retention Schedule is created, there are two methods for updating it: an amendment and a revision. Amending A Schedule is approved. During the five-year period after a Retention Schedule is approved, any changes to that Schedule must be documented with an amendment. Changes may include adding, deleting, or reorganizing record series within the Schedule, updating record descriptions or remarks, noting unit/program name changes, etc. Schedules also need to be amended to reflect any new or different business practices which may affect the existing function of records series. To create an amendment, fill out the Records Retention Schedule (STD. 73) and indicate an amendment is being made to a previous Schedule using the appropriate checkbox on the Cover Page. The previous Schedule and approval numbers must be included. Any change or addition to a Schedule should be made promptly, and news of the change should be immediately dispersed to those using the Schedule. If there was a name change to a division/unit/program, you can place the name in the TITLE Section and add in the comments what the name change to a division/unit/program, you can place the name in the TITLE Section and add in the comments what the name change to a division/unit/program, you can place the name in the TITLE Section and add in the comments what the name change to a division/unit/program, you can place the name in the TITLE Section and add in the comments what the name change to a division/unit/program, you can place the name in the TITLE Section and add in the comments what the name change to a division/unit/program, you can place the name in the TITLE Section and add in the comments what the name change to a division/unit/program, you can place the name change to a division/unit/program, you can place the name change to a division/unit/program, you can place the name change to a division/unit/program, you can place the name change to a division/unit/program, you can place the name change to a division/unit/program, you can place the name change to a division/unit/program and the name change to a division/unit/program an being mishandled or even destroyed before their retention period has ended. An amended Schedule will retain the schedule number (i.e.: A1, A2, etc.) to the approval number to help differentiate between the original approved schedule and any subsequent amendments. Amendments do not alter the schedule expiration date. The titles, descriptions, and treatment of the records series listed on the Retention Schedule must be written in an uncomplicated style that can be understood by persons unfamiliar with the business process of the submitting State agency. Prior to submission, the Records Management Coordinator (RMC) should ensure the cover page, Record Retention Schedule, and the Summary of Changes has been reviewed and approved by the program manager responsible for the records as well as the legal team to ensure everything is accurate and correct. Revising Records Retention Schedules Revisions are made at the end of the five-year approval period. Retention Schedule is considered expired. Until an expired Retention Schedule is revised, the Retention Schedule is revised, the Retention Schedule is revised, the State agency may not send physical records to the State Records Center (SRC), per SAM 1616. It is important for State agencies to revise their Retention Schedules every five years to ensure the information on the Schedules continues to be accurate. Business practices may have changed since a Retention Schedule was last approved. Some records series may have been created, a Division or unit may have been reorganized or dissolved, etc. To create a revision, fill out the Records Retention Schedule (STD. 73) and indicate on the Cover Page that a revision is being made to a previous Schedule and approval numbers must be included so that the previous schedule can easily be compared to the new submission, and all changes identified and accounted for on the Summary of Changes. Updating A Retention Schedule Due to Digitization It's important to ensure these new records are accounted for on the unit's records retention schedule Due to Digitization It's important to ensure these new records are accounted for on the unit's records retention schedule So that they have an identifiable retention period and can eventually be legally destroyed. The schedule must also be updated before any paper records can be legally destroyed after scanning, as this destruction would occur before their retention was up. If your schedule is current (within its 5-year expiration date), RMCs can work with RMACs and program staff to draft and submit an Amendment to update that current schedule. If your schedule has expired (it has met or passed its 5-year expiration date), the RMCs can still work with their RMACs and program staff to get a revised submission drafted and submitted to CalRIM. Update line item: Have records reached the end of their retention period? Are record series appropriately identified? Have the file formats been identified? Update records descriptions: For paper records, clarify the years/timeframe of when paper will be kept and when electronic records are available in that format (ex. Electronic records are available in that electronic records are available in that electronic records are available in that electroni Media column (41): Each record series held in a different format must have its own line item and the accurate media type provided in the Media column (41). P = Paper (for physical paper records), E = Electronic (for electronic or digitized records). are stored (ex. Electronic records are stored on server/shared drive/cloud.) Provide an explanation process (ex. Explain what happens to paper records, whether they are destroyed or kept after digitization has occurred.) Complete the Summary of Changes: Whether you are changing the format (no longer creating/receiving) physical records) or if digitization is ongoing and you have BOTH media types on your schedule, the Summary of Changes needs to clearly reflect your additions and changes to the schedule. The Records Management Act states that the Secretary of State shall establish, "standards, procedures, and technique for effective management of records." The Records Retention Schedule (STD 73) is the mechanism used by the Secretary of State to manage the State's records. The information needed to create a Retention Schedule begins with program staff. Program staff are the employees who create/receive and use the records to conduct the State agency's business. These employees should know the contents, use, and necessary retention for the records management team to create the Retention Schedule. The records management team should take the information from the program staff and format that information into the Records Retention Schedule. If there is a Records Management Assistant Coordinator (RMAC) assigned to the unit, the RMAC should work directly with program staff to conduct an inventory of their records and convey the information from that inventory to the Records Management Coordinator (RMC). The RMC and RMAC should organize the records found during the inventory into records Retention Schedule to fix as many edits as possible. The RMC would communicate with the agency staff managing the records and explain to them the edit expectation and why. Once the RMC has helped fix up the schedule, they can email an electronic version of the form to their assigned CalRIM Records Analyst or CalRIM@sos.ca.gov for review. The list of CalRIM Analyst assignments are on the CalRIM website. Retention Schedule Documents to Email to CalRIM: STD 73 Cover Page (PDF) STD 73 Page 2 (Excel) Summary of Changes (Excel, if applicable) Agency Organizational Chart (listing each division/unit and showing the hierarchy of the agency CalRIM does not need to see staff names or position vacancies. The full approval process is covered more in Chapter 8. Submitting an Organizational Chart When submitting a Retention Schedule, the RMC must include a current organizational chart for the State agency. The chart must list out every division, unit, and program under the agency as a whole. Having this information allows the State Archives to review Retention Schedules within the context of the agency and its internal hierarchy. CalRIM often receives ORG charts that break down a specific division/unit, or only list out names and positions of those working under a given division/unit, but this is not the information CalRIM is looking for. Records retention for businesses and organizations is the process or system for managing confidential records, including developing a retention schedule and ensuring legal and regulatory compliance needs. This article will explore the significance of records retention and how to create an effective schedule and policy. We will discuss legal compliance, data privacy and security benefits, how to develop a retention schedule for digital and physical documents, and how to create a comprehensive records retention policy. What is Records Retention? Records retention policy. What is Records retention refers to an organization refers to access, and dispose of records effectively, meeting legal, operational, and compliance needs while promoting efficiency and responsibility. Record retention is also key for maintaining compliance with industry regulations (e.g., GDPR, HIPAA, SOX). Every industry has its own defined laws and regulations for how long various types of records, such as financial records, employee data, or environmental reports, must be kept, from storage to management rules. By adhering to a strict record retention policy, you won't have to worry about compliance issues that could result in legal penalties and reputational harm. To learn more about your industry-specific compliance needs, contact the records retention Policy Important? Implementing a formal records retention policy is vital for businesses. It effectively reduces legal risks, enhances data privacy, and improves operational efficiency, all while protecting personal and business information throughout its lifecycle. Benefits for Data Privacy, and improves operational efficiency, all while protecting personal and business information throughout its lifecycle. Benefits for Data Privacy, and improves operational efficiency, all while protecting personal and business information throughout its lifecycle. the risk of cyberattacks. Legal and Regulatory Compliance Considerations Specific laws and regulations govern records for three years from the filing date of your original return or two years from the tax payment, whichever is later if you're filing a credit or refund claim. Hold onto those records for seven years if you claim a loss from worthless securities or a bad debt deduction. While SEC requirements mandate that broker-dealer records be retained for at least three years, with the first two years easily accessible, this is specified in Rule 17a-4, which outlines broker records be retained for at least three years. Determine a Records Retention Schedule Conducting a records audit is important to creating a records the organization's needs. This audit helps identify all the records the organization generates and effectively managing both digital and physical records. Conducting a Records Inventory Start by performing a comprehensive inventory of all records, including digital and physical formats. Ensure that records are categorized by type, as this will establish a solid foundation for an effective retention schedule. Understanding Retention Periods To determine records retention periods, consider legal requirements, industry standards, and business needs. Short-term classified data, like emails, can be automatically deleted, while long-term records, such as contracts, must be kept for several years before archiving or deletion. Managing Digital vs. Physical Records Digital data security is maintained through access controls and backup systems. Physical record retention can be challenging because of limited storage, damage risks, and retrieval issues, making secure storage essential. Digital records use electronic systems and tools for seamless organization and efficiency, whereas physical records need to be indexed and labeled for guick and easy access. Building a Comprehensive Records Retention Policy Developing a comprehensive and actionable records retention policy must align with legal requirements, organizational goals, and employee engagement. Key Elements to Include Key components of a strong retention policy include precise retention schedules, designated responsibilities, and procedures for secure destruction. Implementation and Employee Training For a successful records retention policy to work, employee buy-in and training are a must, as this will support adherence to the policy. When rolling out the policy across departments, it should be organized, documented, and explained to employees the need and rationale behind it. Then, for continued compliance monitoring, establish a system to track policy, which can be automated using specific tools. Best Practices that improve compliance and efficiency, such as conducting regular policy reviews and ensuring secure document destruction. Regular Policy Reviews Regular reviews of the retention policy every one to two years will help address changing regulations and organizational needs. Conduct these reviews by assessing the effectiveness of the existing retention policy and identifying areas for improvement, evaluating current laws and regulations for compliance, reviewing recent operational changes, and getting feedback from all those involved in the records that have reached the end of their retention period. Find the proper method of document destruction, such as shredding or incineration, that follows regulations to avoid non-compliance implications. Partnering with Experts for Records Management Partnering with professionals to manage your records retention policies can have significant advantages, including improved compliance and reduced risks. By collaborating with specialized companies like Midway Document Destruction, organizations can leverage their extensive experience in compliance, minimize risks through best practices, and utilize technology solutions for efficient storage, retrieval, and disposal of information. Why Choose Midway Document Destruction? Contact Midway for expertise in records retention, secure document destruction, and compliance

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