

**Document Control**

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**Road to PIPA Week 20: Retention & Destruction Schedule**

<b>Record type</b>	<b>Retention (required by law)</b>	<b>Retention Period</b>	<b>Retention Start Date</b>	<b>Type of Record</b>	<b>Disposal Method</b>
<i>**Sample text** 3rd Party Contract</i>	<i>Yes</i>	<i>[7] Years</i>	<i>After contract has ceased</i>	<i>Email, paper &amp; other electronic forms</i>	<i>Permanently delete emails and shred paper</i>
<b>Contracts</b>					
Consultant Contracts					
Insurance Policies					
Office Equipment					
<b>Financial</b>					
Credit Card Statements					
Invoices/ Purchase Orders					
Payroll Records					
<b>Human Resources</b>					
Personnel Records/Contact Inforamtion					
Recruitment Records					
Attendance/Vacation Records					
Performance Management Tools					

Record type	Retention (required by law)	Retention Period	Retention Start Date	Type of Record	Disposal Method
<b>Internal Documents</b>					
Policies/Procedures/Processes					
Email Correspondence					
<b>Incident Reports</b>					
Health & Safety Records					
Disciplinary Records					
Legal Correspondence					
<b>External Reports</b>					
Annual Reports					
<b>Training</b>					
Course Registration Data					
Training Manuals					
<b>Other</b>					
Client Information					