

TEMPLATE

# Retention Policy



Company name:

Today's date:

Created by:

Timeline for deletion:

Launch date:

Approved by:

## Version number

Created by:

Revision date:

Approved by:

Departments  
affected:

Description of change:

Purpose of the  
policy:

Will training  
be required?

Approved by:



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

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

**Which other employees are responsible for carrying out the policy?**

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



Procedures for document archiving and retention:

How to respond to eDiscovery requests from the public and for audits:

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

[Learn more about automated document archiving solutions](#)