DATA RETENTION POLICY IMPLEMENTATION TEMPLATE

Once your data retention policy is complete, use this plan to roll it out. Add or delete items to fit your organization's needs.

ACTION	RESPONSIBLE	TARGET DATE	STATUS
Create schedule for notification and launch of policy			
Notify employees of policy and launch date			
Notify employees of exception plan in case of legal actions or audits			
Notify employees of plan for feedback			
Policy launch date			
Requests for feedback (recurring)			
Notification to employees to examine records and delete or archive according to policy.			
Revisit plan to update (recurring)			

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