[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Document Retention Schedule

How long each type of record is kept, what triggers the retention period, what happens at the end of it, and a log of destruction and review.

Organisation: _____

Schedule owner: _____

Date this schedule was approved: _____

Approved by: _____

Date of the next review: _____

Rules for using this schedule 1. The retention period runs from the trigger stated in the schedule row, not from the date a document was created, unless the row states otherwise. Do not destroy a record before its period ends.

2. Where a matter is under review, dispute, investigation, or audit, a hold overrides this schedule: do not destroy anything relating to that matter until the hold is lifted in writing by [Full name of the schedule owner]**.**

3. Destruction must be authorised and recorded in the destruction log. Paper records for destruction must be securely destroyed; electronic records must be deleted from live systems and, where applicable, from backups on their normal cycle, and the deletion must be verifiable.

4. Where a retention period is set by a law, regulation, contract, or funder requirement that applies to your organisation, that requirement prevails over this schedule, and the schedule row should name the requirement in the notes column.

5. Review this schedule on the rhythm stated above, and whenever a relevant requirement changes, a new record type is created, or a system changes.

Retention schedule

Record type	Description and scope	Owner	Retention period	Trigger for the period	Disposition at the end	Location and format
[Record type]	[Description and scope of this record type]	[Name of the owning department or role]	[Retention period for this record type]	[Trigger for the retention period]	[Disposition at the end of the retention period]	[Location and format of this record type]
[Record type]	[Description and scope of this record type]	[Name of the owning department or role]	[Retention period for this record type]	[Trigger for the retention period]	[Disposition at the end of the retention period]	[Location and format of this record type]
[Record type]	[Description and scope of this record type]	[Name of the owning department or role]	[Retention period for this record type]	[Trigger for the retention period]	[Disposition at the end of the retention period]	[Location and format of this record type]

[Company name]

Record type	Description and scope	Owner	Retention period	Trigger for the period	Disposition at the end	Location and format
[Record type]	[Description and scope of this record type]	[Name of the owning department or role]	[Retention period for this record type]	[Trigger for the retention period]	[Disposition at the end of the retention period]	[Location and format of this record type]
[Record type]	[Description and scope of this record type]	[Name of the owning department or role]	[Retention period for this record type]	[Trigger for the retention period]	[Disposition at the end of the retention period]	[Location and format of this record type]
[Record type]	[Description and scope of this record type]	[Name of the owning department or role]	[Retention period for this record type]	[Trigger for the retention period]	[Disposition at the end of the retention period]	[Location and format of this record type]
[Record type]	[Description and scope of this record type]	[Name of the owning department or role]	[Retention period for this record type]	[Trigger for the retention period]	[Disposition at the end of the retention period]	[Location and format of this record type]
[Record type]	[Description and scope of this record type]	[Name of the owning department or role]	[Retention period for this record type]	[Trigger for the retention period]	[Disposition at the end of the retention period]	[Location and format of this record type]
[Record type]	[Description and scope of this record type]	[Name of the owning department or role]	[Retention period for this record type]	[Trigger for the retention period]	[Disposition at the end of the retention period]	[Location and format of this record type]
[Record type]	[Description and scope of this record type]	[Name of the owning department or role]	[Retention period for this record type]	[Trigger for the retention period]	[Disposition at the end of the retention period]	[Location and format of this record type]

Schedule key: disposition terms

Secure destruction: Destroy so the record cannot be reconstructed, by a method appropriate to its format, and record the destruction in the log below.

Archive: Transfer to long-term archive storage, with access limited and retrieval recorded; do not destroy.

Review: Review at the end of the period and decide, with approval, whether to retain further, archive, or securely destroy, and record the decision.

Return: Return the record to its owner or originator as required, and record the return in the log below.

Destruction and return log

[Company name]

Date of destruction or return	Record type	Period covered	Authorised by	Method used	Certificate or reference
[Date of destruction or return]	[Record type]	[Period covered by the records destroyed or returned]	[Full name of the authoriser]	[Method used]	[Certificate or reference number]
[Date of destruction or return]	[Record type]	[Period covered by the records destroyed or returned]	[Full name of the authoriser]	[Method used]	[Certificate or reference number]
[Date of destruction or return]	[Record type]	[Period covered by the records destroyed or returned]	[Full name of the authoriser]	[Method used]	[Certificate or reference number]
[Date of destruction or return]	[Record type]	[Period covered by the records destroyed or returned]	[Full name of the authoriser]	[Method used]	[Certificate or reference number]
[Date of destruction or return]	[Record type]	[Period covered by the records destroyed or returned]	[Full name of the authoriser]	[Method used]	[Certificate or reference number]
[Date of destruction or return]	[Record type]	[Period covered by the records destroyed or returned]	[Full name of the authoriser]	[Method used]	[Certificate or reference number]
[Date of destruction or return]	[Record type]	[Period covered by the records destroyed or returned]	[Full name of the authoriser]	[Method used]	[Certificate or reference number]
[Date of destruction or return]	[Record type]	[Period covered by the records destroyed or returned]	[Full name of the authoriser]	[Method used]	[Certificate or reference number]

Schedule review

Review date	Reviewed by	Changes made	Approved by
[Date of the review]	[Full name of the reviewer]	[Changes made at this review]	[Full name of the approver]
[Date of the review]	[Full name of the reviewer]	[Changes made at this review]	[Full name of the approver]
[Date of the review]	[Full name of the reviewer]	[Changes made at this review]	[Full name of the approver]

[Company name]

Review date	Reviewed by	Changes made	Approved by
[Date of the review]	[Full name of the reviewer]	[Changes made at this review]	[Full name of the approver]

Summary

Record types in the schedule: _____

Record types with no owner assigned: _____

Destructions recorded since the last review: _____

Holds currently in force: _____

Date of the next review: _____