

# Records Retention Policy Considerations

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# Definitions

**Retention Period** = length of time for which data on a datamedium is to be preserved (ISO 15944, Privacy by Design)

**Disposal Schedule** = document describing the records of an organization establishing retention periods and providing authorization for their disposal (ISO 5127 - Information and documentation vocabulary)

**Disposition** = range of records processes associated with implementing records retention, destruction or transfer decisions which are documented in disposition authorities or other instruments (ISO 30300 - Management System or Records)

**Disposition Authority** = instrument that defines the disposition actions that are authorized for specified records (ISO 30300 - Management System or Records)

# Objectives

**Compliance** – Compliance with laws and regulations to keep certain records

**Evidence** – Being transparent and accountable, maintaining evidence of decisions and activities, protecting rights, documenting obligations

**Business Need** – Have the information resources to understand what has happened, answer questions and make decisions

**Personal Data Minimisation** – Ensuring we only collect and hold the personal data that we need

**Efficiency** – Constraining costs and ensuring effective information access and use

**Environment** – Minimising the environmental impact of data storage and processing

# Policies

Function - Human Resources Management

Activity - Employee Relationship Management

Task / Transaction -  
Employee Contract  
Management

Scope of Records

Rule - Employment  
Ends + 6 years

Rationale - Ordinary  
contract under  
Limitation Act 1980

Review /  
Destroy /  
Transfer

Other  
jurisdictions?

Keep summary  
record?

Historic value  
based on  
contributions?

Enduring  
retention of e.g.  
benefits and  
health records

Data collection  
policy?

Periodic weeding  
/ housekeeping?

Creation of  
preservation  
copy?

Handling  
considerations,  
such as  
anonymization

# Implementation

Employee information ....

Current content  
management  
system

Legacy content  
management  
system(s)

Current HR,  
Finance etc.  
systems

Legacy HR,  
Finance etc.  
systems

File shares /  
OneDrives

Collaboration  
tools

Data warehouses  
/ lakes

Email accounts

Physical records,  
onsite or in  
archive

AI system training  
data

Failover data sets  
and stores

Shadow IT

**Thank You**