

RECORDS RETENTION



**Are you storing Redundant,
Obssolete or Trivial records?
Let's Clean Up the "ROT" records!**

Did you know?

- Many laws require data minimization and destruction;
- Keeping ROT records can result in fines;
- Maintaining ROT records is costly;
- Digital documents, including emails are records.

Some examples of what to keep:

- Proof of payment;
- Benefit plan documents;
- Certificates of destruction;
- Insurance policies;
- Safety logs;
- Tax returns;
- Documents under legal hold.

To learn more about records retention and management please contact your local records management department or your respective group's internal legal department.

What should you do?

- Know what the retention period is for different types of records;
- Regularly review stored data to identify and dispose of the ROT records in an appropriate manner.

Some examples of what not to keep:

- Records past their scheduled retention period;
- Duplicative records;
- Outdated records;
- Records with no useful value.



We are RPM and our success depends on each of us following the right route and embracing our Value of 168® to make the right decisions.



LEARN MORE: www.rpminc.com **CONTACT:** dataprotection@rpminc.com