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Records Management Policy

The company policies pertaining to << insert the policies in question >> are outlined below.

<< Outline your company policies as they apply to your Records Management program. >>

Department:

Author:

Date:

Category:

Topic: RECORDS MANAGEMENT POLICIES

The Records Retention Policy and Program Procedures and the Records Retention Schedule outlined in the file plan together comprise the Records Retention Program for <<Company>>. This Policy and Procedure applies to all records and information, both paper and electronic.

The Objectives of the Program:

- ◆ Objective #1 << List reasons and benefits for the records program such as “Follow good business practices for record keeping” or “Destroy records when they have fulfilled all legal, regulatory, contractual, and usage requirements to reduce storage and equipment costs.” >>
- ◆ Objective #2

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