



ERP Data Retention Policy Checklist

Policy Scope & Definitions

Defines the ERP data covered, relevant terms, and applicable legal/regulatory frameworks.

Policy Objective Statement

Write something...

Scope of ERP System(s) Covered

Write something...

Applicable Legal/Regulatory Frameworks

- ☐ GDPR
- ☐ CCPA
- ☐ HIPAA
- ☐ Sarbanes-Oxley (SOX)
- ☐ Other (Specify)

Definition of 'Personal Data'

Write something...

Definition of 'Business Data'

Write something...

Data Ownership Roles

- ☐ Data Owner
- ☐ Data Steward
- ☐ Data Custodian

Data Categorization

Identifies and categorizes ERP data based on sensitivity, legal requirements, and business value.

Financial Transaction Data

- ☐ Sales Orders
- ☐ Invoices
- ☐ Payments
- ☐ Bank Statements

Customer Data

- ☐ Contact Information
- ☐ Purchase History
- ☐ Marketing Preferences

Inventory Records

- ☐ Raw Materials
- ☐ Finished Goods
- ☐ Work in Progress

Data Sensitivity Score (1-10)

Enter a number...

Legal Hold Status

- ☐ Not on Hold
- ☐ On Hold (Specify Reason)

Specific Justification for Category

Write something...

Retention Periods

Specifies the defined retention periods for each data category, justifying the durations.

Retention Period (Financial Records)

Enter a number...

Retention Period (Customer Contracts)

Enter a number...

Retention Period (Employee Records - HR)

Enter a number...

Retention Period (Inventory Data)

Enter a number...

Last Policy Review Date

Enter date...

Legal Basis for Retention (e.g., Statute of Limitations)

- ☐ Statutory Requirement
- ☐ Contractual Obligation
- ☐ Business Need

Legal & Regulatory Compliance

Verifies adherence to relevant laws (e.g., GDPR, CCPA) and industry regulations.

Summary of Applicable Laws & Regulations

Write something...

Relevant Regulations (Select all that apply)

- ☐ GDPR
- ☐ CCPA
- ☐ HIPAA
- ☐ Sarbanes-Oxley (SOX)
- ☐ Other (Specify in LONG_TEXT)

Retention Period Mandated by Law (e.g., Years)

Enter a number...


Date of Last Regulatory Compliance Review

Enter date...

Confirmation of Legal Counsel Review

- ☐ Reviewed and Approved
- ☐ Not Reviewed

Supporting Documentation (e.g., Legal Opinions)

 Upload File

Archiving Procedures

Outlines the process for archiving ERP data, including storage media, security measures, and accessibility protocols.

Detailed Archiving Process Description

Write something...

Data Volume (GB) to be Archived

Enter a number...

Scheduled Archiving Start Date

Enter date...

Scheduled Archiving Time

Enter time...

Archiving Storage Medium

- ☐ Tape Storage
- ☐ Cloud Storage
- ☐ Disk Storage
- ☐ Offsite Storage

Storage Medium Specification Document (e.g., Vendor Specs)

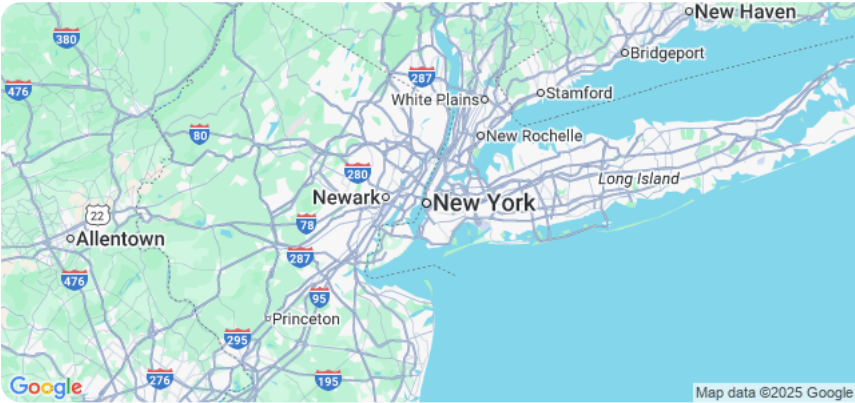
 Upload File

Encryption Key Rotation Period (Days)

Enter a number...

Physical Storage Location (if applicable)

 Set My Current Location



Data Disposal Methods

Details secure data disposal methods, ensuring compliance with legal and regulatory requirements.

Preferred Disposal Method

- ☐ Secure Data Wiping
- ☐ Physical Destruction (e.g., Shredding)
- ☐ Data Sanitization (Overwrite)

Number of Overwrite Passes (if applicable)

Enter a number...

Detailed Disposal Procedure Description

Write something...

Proof of Disposal Certificate/Documentation

 Upload File

Date of Disposal

Enter date...

Verification Method

- ☐ Certificate of Destruction
- ☐ Witnessed Disposal
- ☐ Log File Review

Access Control & Security

Confirms appropriate access controls and security measures are in place for archived data.

Maximum User Access Level

Enter a number...

Data Access Restrictions (e.g., IP address, time-of-day)

- ☐ IP Address Filtering
- ☐ Time-of-Day Restrictions
- ☐ Role-Based Access
- ☐ Two-Factor Authentication

Encryption Method for Archived Data

- ☐ AES-256
- ☐ RSA
- ☐ Other (Specify)

Last Security Audit Date

Enter date...

Description of access control implementation

Write something...

Audit Trails & Monitoring

Establishes processes for auditing data retention and disposal activities.

Last Audit Trail Review Date

Enter date...

Number of Audit Log Entries Reviewed

Enter a number...

Summary of Audit Findings

Write something...

Audit Trail Integrity Verification Method

- ☐ Hash Verification
- ☐ Sequential Log Review
- ☐ Timestamp Correlation
- ☐ N/A

Next Scheduled Audit Trail Review Date

Enter date...

Description of Corrective Actions Taken (if any)

Write something...

Policy Review & Updates

Defines a schedule and procedure for regular policy review and updates.

Last Review Date

Enter date...

Review Frequency (in months)

Enter a number...

Summary of Changes Made (if applicable)

Write something...

Review Triggered By:

- ☐ Regulatory Change
- ☐ Internal Audit
- ☐ System Upgrade
- ☐ Business Process Change

Reviewer Name

Write something...

Next Review Date (calculated)

Enter date...

Employee Training & Awareness

Details training programs to ensure employee understanding and compliance with the data retention policy.

Briefly describe the purpose of the ERP data retention policy.

Write something...

Which data categories are you responsible for?

- ☐ Financial Data
- ☐ Customer Data
- ☐ Inventory Data
- ☐ Production Data
- ☐ Human Resources Data

Date of Training Completion

Enter date...

How familiar are you with the data retention schedule?

- ☐ Not Familiar
- ☐ Somewhat Familiar
- ☐ Very Familiar

Describe your understanding of the consequences of non-compliance.

Write something...

Employee Signature acknowledging training completion