

DATA RETENTION

The world's most trusted and defensible data retention and disposal software solution for meeting domestic and international regulatory obligations.

Exterro Data Retention leverages our world-class process orchestration and best practice standards, a powerful service delivery model and an experienced professional support staff to help you rapidly develop and maintain a complete data inventory and supporting compliance reports, so you can meet your obligations more effectively and defensibly.

Our service enables you to easily keep your data inventory and reporting up-to-date. It is precise, predictable and the results are highly actionable. You'll be able to quickly dial into specific risks, document your reporting obligations and demonstrate ongoing diligence and evidence of controls.



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Retention Schedule | by Business Function

ABC Retail

North America > Human Resources

Record Type / Description	Retention	Authority	Trigger
Employment Equality Compliance Records	10 years	Legal Consideration	Closed / Settled / Expired
Processing Activities: HR - Investigations, HR - Labor Relations, HR - Safety/Health/Management surveys, Legal - Inquiry, Legal actions, Legal - Responding to valid requests			
Discrimination & Harassment	10 years	Legal Consideration	Closed / Settled / Expired
Processing Activities: HR - Benefits enrollment/changes, HR - Onboarding, HR - Payroll, Legal - Responding to valid requests			
Group Health Claim Reports	6 years	29 USC 1027	Closed
Processing Activities: HR - Benefits enrollment/changes, HR - Health Screening/Claims for loss			
Group Insurance Policies	6 years	29 USC 1027	Expired
Processing Activities: HR - Benefits enrollment/changes, HR - Labor Relations			
HR Tax Support Records	7 years	Tax Consideration	Tax Year Closed
Processing Activities: HR - Benefits enrollment/changes, HR - Onboarding, HR - Payroll			
Investigation Case Files	10 years	Legal Consideration	Closed / Settled / Expired
Processing Activities: HR - Investigations, HR - Labor Relations, Data Analytics - New product development, HR - Investigations, Legal - Ongoing legal actions, Legal - Responding to valid requests, Data - HR cases			
Job Descriptions	2 years	25 CFR 1020.32	Superseded
Processing Activities: HR - Onboarding, HR - Evaluations, HR - Health & Safety, HR - Investigations, HR - Labor Relations, HR - Recruiting			
Labor Relation Records	10 years	Legal Consideration	Closed / Settled / Expired
Processing Activities: HR - Labor Relations, HR - Health & Safety, HR - Investigations, HR - Onboarding, HR - Safety/Health/Management surveys			

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Selected Features

Exterro Data Retention enables teams to rapidly develop and maintain a complete data inventory and supporting compliance reports. Selected features include:



Robust Data Inventory

Leverage our powerful process orchestration technology and world-class best practice standards to enable rapid development of a modern, robust data inventory, content rich library of regulatory considerations and associated compliance reporting capability.



Built Directly from Regulations

Content rich library of regulatory considerations built on key US and international industry standards and frameworks and more than 30 years of expertise working with more than 1,000 premier clients.



Process Orchestration

Seamless process enables you to gain insights regarding processing activities, data retention, PIA and vendor diligence.



Market Validated

Built on key industry standards and over 30 years of expertise working with more than 1,000 premier clients. Covers all personal data across all business functions and addresses all data sources.