

Download Sample Document Retention Policy Pdf

RECORD RETENTION AND DESTRUCTION POLICY. Purpose. The purpose of this Policy is to ensure that necessary records and documents of the Northwest Foundation, Inc. are adequately protected and maintained and to ensure that records that are no longer needed by Northwest Foundation, Inc or are of no value are discarded at the proper time. The Administrator's responsibilities shall include supervising and coordinating the retention and destruction of documents pursuant to this Policy and particularly the Document Retention Schedule included below. The Administrator shall also be responsible for documenting the actions taken to maintain and/or destroy organization documents and retaining such documentation. The Administrator ...2 2. Rationale for Adoption of the Policy Historically, dating to the pre-electronic records era, a principal rationale for a Document Retention and Destruction Policy ("DRD Policy"), has been to save space and Policy Frameworks. The WA health system consists of the Department of Health, Health Service Providers and contracted health entities. The overall management of the WA health system is the responsibility of the Director General as the System Manager.