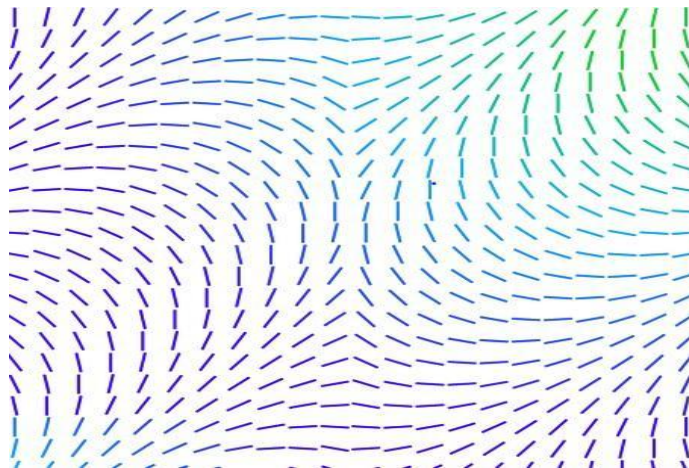




TREPOL 2200

# Office of the Chief Information Safety Officer (OCISO) Data Retention Policy



## Table of Contents

1. Purpose.....	3
2. Scope.....	3
3. Target Audience.....	3
4. Roles and Responsibilities.....	3
5. Compliance.....	4
5.1 Compliance.....	4
5.2 Enforcement and Management.....	4
5.3 Monitoring and Review of Policy.....	4
5.4 Policy Approval.....	4
5.5 Exceptions.....	4
5.6 Document Location.....	4
5.7 Document Updates.....	5
6. Policy.....	5
6.1 Retention.....	5
6.2 Retention Schedules.....	5
6.3 Disposal.....	6
6.4 Legal Holds.....	7
6.5 Not in Scope.....	7
7. References.....	7
8. Revision History.....	7
9. Approvals.....	8

## 1. Revision History

Redacted

## 2. Approvals