**DATA RETENTION POLICY IMPLEMENTATION TEMPLATE** [](http://bit.ly/308xEHr)

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| *Once your data retention policy is complete, use this plan to roll it out. Add or delete items to fit your organization’s needs.* | | | |
| **ACTION** | **RESPONSIBLE** | **TARGET DATE** | **STATUS** | |
| Create a schedule for the notification and the launch of the policy. |  |  |  | |
| Notify employees of the policy and the launch date. |  |  |  | |
| Notify employees of the exception plan in case of legal actions or audits. |  |  |  | |
| Notify employees of the plan for feedback. |  |  |  | |
| Determine a policy launch date. |  |  |  | |
| Make requests for feedback (recurring). |  |  |  | |
| Notify employees about examining records and deleting or archiving them according to the policy. |  |  |  | |
| <Other> |  |  |  | |
| <Other> |  |  |  | |
| <Other> |  |  |  | |
| Revisit the plan to update it (recurring). |  |  |  | |

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