

ZASIO

Records Retention Schedule Maintenance

ARMA Triangle – October 7, 2021

About Your Hosts



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Roadmap



- RIM Software Types Foundation
- Two Primary Drivers of RRS Change:
 - New/Changing Records
 - Maintaining Recordkeeping Research
- How RRS Software Helps Throughout!

RIM Software Types



RIM Software Types: Records Management Software



- Manages the complete life cycle of your electronic and physical records.

RIM Software Types: RRS Management Software

- Manages your RRS:
 - change request process
 - Audit trail
 - Tracking Stakeholder Interviews
 - Conducting legal research to ensure compliance.
- & Helps Maintain your RRS!





2 Primary Drivers of RRS Change:

**#1: New &
Changing Records**

Reasons for New & Changing Records

- Normal Growth
- Acquisition / Divestiture
- New / Changing Processes



New or Revised Records Options



- Evaluate whether Already Covered
- Revise Existing Category
- Creating a New Category

Remember to Include Research!

- Research Recordkeeping Citations
- Map to New/Revised Categories
- Adjust Accordingly





How Software Helps

2 Primary Drivers of RRS Change:

**#2: Maintaining
Recordkeeping
Research**



Maintaining Recordkeeping Research



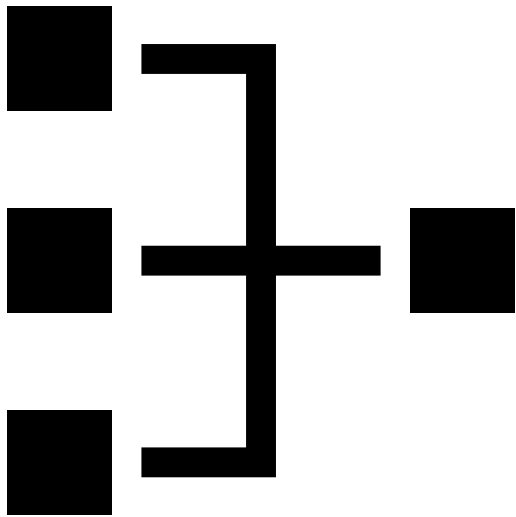
- Two Changes to Track
 - Citations Already Considered
 - New Citations

Citations Already Considered

- Is the Change Impactful?
 - Regulated Party
 - Description of Records
 - Retention Period
- Does it Drive a Schedule Change?
 - Longest Legal/Driver Citation
 - Other Citations Considered

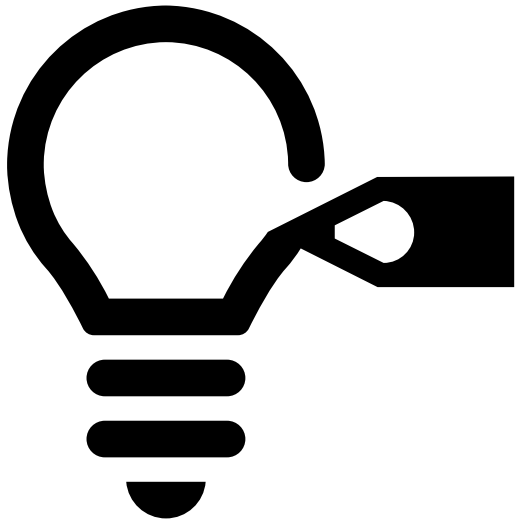


New Citations



- Same Questions But It Needs to be Mapped First

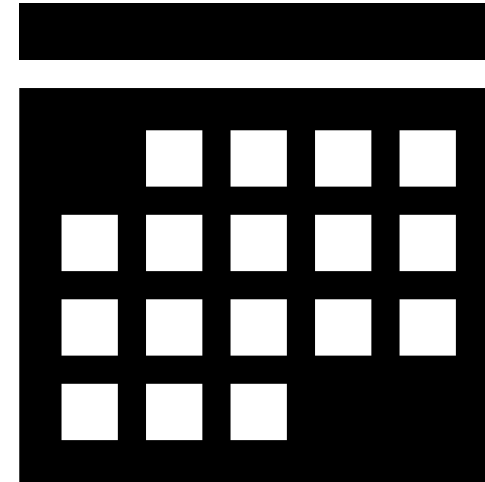
Identifying Changes



- Increases
- Decreases based on Privacy Requirements
- Decreases generally (Challenge Operational Retention)
- Trigger Changes
- Gap Fill
- Whether Consolidation/Deconsolidation is Feasible
- Longest Legal Citation

How Frequently?

- Depends on:
 - Industry
 - Risk Appetite
- Most Common:
 - Annual for Heavily Regulated
 - Biennial for Less Regulated



How Software Helps



Questions

Contact Information

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