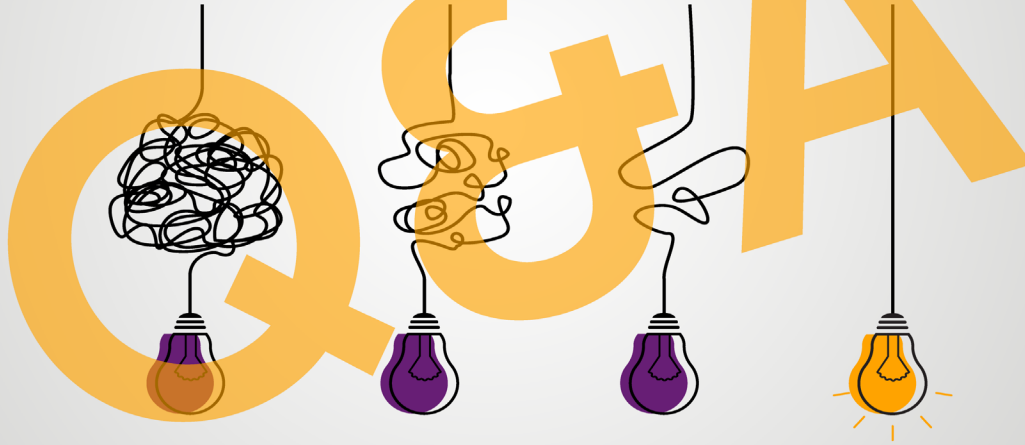


BREAKING IT DOWN

Best Practices for Simplifying Your Retention Schedule



Attendee Question	Timestamp	Link
1. What is the typical amount of effort it takes to optimize a retention schedule?	2:15	View
2. For general accounting records, why not group one category of records at seven years and all others in another category?	4:12	View
3. If it's Act+6 for Worker's Compensation, can claims just go under Litigation?	5:28	View
4. Explain the difference between the function column and the title column. Is the function/area responsible for the record?	9:18	View
5. Do you need a "records code"?	11:50	View
6. This is exactly aligned with the Broad Functional Classification System that I've developed over the years! Excellent! One thing I note is that it is helpful to have "Groups" within the code. For example, CF05 (Accounts Payable, Tax, Accounts Receivable, etc.) which doesn't affect the retention, but is for organizing the files.	15:00	View

7. How can you consolidate this scheme when you have one tier for physical records and a bucket retention for ECM?	17:00	View
8. What is your take on indicating the format/platform of the records? How do you pull it off in a hybrid environments?	19:07	View
9. Does the Zasio product track 'System of record' for a given record category?	20:21	View
10. What are the trends in discarding physical employee files if the original employee file has been scanned to an electronic format?	22:33	View
11. Can you provide an example of a conflict between regulations?	24:40	View
12. Is there a compendium where legislation that determines records retention can be referenced?	27:14	View
13. Where are the citations located at and how do you consolidate and keep them tied to the actual document?	29:03	View
14. I've seen the trigger "creation date" or "date created" used in other schedules. Is there concern that those terms mean something different to an end user versus a records manager?	32:28	View
15. Where do you use Creation date + # of years?	34:12	View
16. I have used C as current year retentions instead of event trigger. I used E as event trigger retentions for example for contracts and agreements E=expiry of contract/agreement.	35:45	View
17. What is the difference between current and creation plus?	36:36	View
18. What is the difference between until superseded and current +?	37:16	View
19. I suggest Current Year in place of Creation. Creation +X years may be perceived as disposition is required at the time of inactivity or obsolescence which would be difficult to keep in compliance. Current Year broadens the time period to manage disposition regardless of the day within the current year the document was produced.	37:48	View
20. Our company uses the word Active, but the retention schedule was revised. For example to now indicate "Current Year + 7.	40:22	View



21. Other triggers include After Completion/Closure, After Audit, While Active, After Expiration, etc.	41:48	View
22. Do you ever use "life of company" plus X years?	42:36	View
23. How do you apply retention/retention rules to large policy manuals where different sections are updated at different times, but the overall policy needs to be managed in its entirety for regulatory compliance purposes?	51:00	View
24. The policy retention is not clear for keeping old versions.	51:19	View
25. How are archival records handled?	52:40	View
26. When we are using the term "Permanent" without using a trigger date/event and retention period, how we can control the date of the records transfer to the Archives?	53:56	View
27. Can you have a separate audit retention schedule(s) for each department so they can be boxed together? We have audits for accounting every year, so this would be more of a logistics in both gathering the documents and information for the auditors.	55:37	View
28. Does Versatile offer or support the creation of file plans? We consolidated or bucketized our schedules, but need a way to create custom file plans using the language of each business unit.	44:23	View
29. Can the system export the entire set or select sets of active and legacy schedules as structured data?	45:28	View
30. We have to get approval for any changes to retention schedules. If we consolidate, that means approval from multiple different directors/executives. Do you have suggestions or tips on how this might benefit them (to help us get buy in)?	57:45	View
31. If your organization isn't ready to commit to a software solution such as Versatile, are there any homebrew solutions that you'd recommend as a stop gap while working on buy in to purchase a solution?	46:26	View
32. Is there a need to implement an automated data scan and classification before I am able to use this tool?	47:30	View
33. If I have Versatile Retention and we only do business in the US, would the global information be something I could use?	48:25	View

