Data Retention and Disposal Compliance Checklist

Checklist Items

Requirement	Compliant?	Notes
Data inventory and categorization documented		
Retention periods defined for all data types		
Retention schedule reviewed and updated regularly		
Secure disposal procedures in place		
Disposal routinely monitored and logged		
Staff trained on retention and disposal policies		
Compliance with legal and regulatory obligations		
Third-party data processors audited for compliance		

Additional Notes

- Ensure documentation is up-to-date.
- Review applicable laws/regulations regularly.
- Address identified gaps promptly.

Sign-off

Name	Date	Signature