

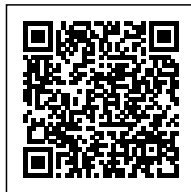
WHAT IS A 'RECORDS RETENTION SCHEDULE'?

Posted on 29/04/2015



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Records and Information Management: Getting It Right FromThe Start.

Successful records and information management lets you plan, organise and take control of your organisation's physical and digital records from creation, through active use, to secure destruction, permanent storage or designation as big data.

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Successful records and information management lets you plan, organise and take control of your organisation's physical and digital records from creation, through active use, to secure destruction, permanent storage or designation as big data. Your records retention schedule is the cornerstone of good records management. It is an important step not only in achieving compliance, but also in controlling costs and ensuring your information is available when it's needed, regardless of where it

is located. See more at:

<https://www.ironmountain.es/Knowledge-Center/Reference-Library/View-by-Document-Type/Best-Practices/D/Mini-Document-Retention-Guide-spain>

A tip from the pros: A quick guide to help you plan, create and manage records retention schedules for your business:

<https://www.ironmountain.es/Knowledge-Center/Reference-Library/View-by-Document-Type/Best-Practices/D/Mini-Document-Retention-Guide-spain>