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# **Records Retention Taxonomy Catalog**

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# Records Retention Taxonomy



Without a comprehensive records retention policy, a business may be subject to fines, legal liability, and possible criminal prosecution and jail time for management. With thousands or millions of documents in an enterprise, it is crucial to have an organized, methodical, and systematic approach to keeping track of the appropriate records in a business.

WAND's Records Retention Taxonomy helps a business wrap its arms around this challenge. The taxonomy includes categories of records that must be retained by every business for legal or statutory reasons. It is designed to help a business manage its records retention policy by providing a template to which a retention schedule can be applied, as appropriate for each business. The taxonomy includes a robust set of synonyms to assist with search and classification of documents.

## Applications

The WAND Records Retention Taxonomy can be licensed and integrated into your existing intranet, content management application, knowledge management portal, or any other application that would benefit from the power of a robust taxonomy-based search.

Unstructured information from a variety of repositories can be consistently organized and searched by:

- Relevant and intuitive categories
- Hierarchical drill-down browsing
- Numerous slices or segments of the taxonomy
- Any combination of taxonomy pathways which funnel the users to the information they need

## Structure and Delivery

The WAND Records Retention Taxonomy consists of a controlled vocabulary of terms with multiple relationships such as hierarchical parent-child relationships, related terms, and synonyms.

Data can be delivered in a variety of format, including XML files, Access Database files, and csv, and is delivered via a password protected FTP site.

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# Records Retention Taxonomy



Data Points:  
Categories: 370  
Synonyms: 680

Consumer Information  
Credit Applications

Document Formats  
Audio  
Databases  
Emails  
Images  
Instant Message  
...

Employee Related Records  
Benefit Plan Documents  
Company Policies  
Employee Demographics Records  
Payroll Records  
1099 Forms  
Form 1099  
IRS 1099  
IRS Form 1099  
Payments to Contractors  
Employee Discrimination Reports  
...

Federal Statutes  
COBRA  
Davis-Bacon Act  
Employee Polygraph Protection Act of 1988  
Equal Employment Opportunity Laws  
ERISA  
Fair Credit Reporting Act  
...

Financial Records  
Accounting Records  
Bills of Lading  
Budgets  
Credit Memos  
...

General Business Records  
Annual Reports  
Articles of Incorporation  
Board Committees  
...

Healthcare Records  
Medical Billing Records  
Patient and Physician Communication  
...

Legal Records  
Business Licenses  
Business Permits  
Capital Stock and Bond Records  
...

Personal Information  
Personal Health Information  
Social Security Number

Safety Records and Notices  
Employee Adverse Reactions Records  
Exposure to Hazardous Materials Records  
....

Sales and Marketing Records  
Customer Complaints  
Customer Correspondence  
Customer Lists  
...

Tax Records  
Cancelled Tax Payment Checks  
Depreciation Records  
Inventory Records  
...



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