

WAND Records Retention Taxonomy

Records retention and taxonomies: what could be a better combination? Taxonomies help you organize and utilize your documents and data. And records retention is all about documents! This taxonomy focuses heavily on documents and records like employee records, financial records, general business records, legal records, safety records, and more. This taxonomy was created by looking at reports regarding United States statutory requirements for record-keeping, but many of these record types are important for companies around the world. A company can easily apply its own retention periods to these document categories based on statutory requirements of the specific industry or locale.

This taxonomy contains **455** terms and **1,081** synonyms.

Top level terms include:

- Consumer Information **(5)**
- Document Formats **(34)**
- Employee Related Records **(154)**
- Federal Statutes **(23)**
- Financial Records **(79)**
- General Business Records **(74)**
- Healthcare Records **(4)**
- Legal Records **(21)**
- Personal Information **(2)**
- Safety Records and Notices **(9)**
- Sales and Marketing Records **(15)**
- Tax Records **(23)**