

# Information Requirements Clearinghouse

Phone: 303-721-7500  
E-mail: [irch@irch.com](mailto:irch@irch.com)

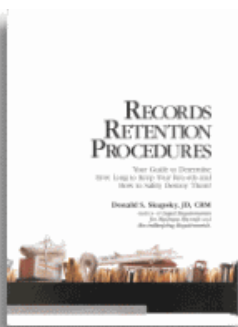
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Monday January 24, 2005



PDF Version

## Record Retention Procedures



### *The Step-by-Step Guide to Determine How Long to Keep Your Records and How to Safely Destroy Them*

Your old, valueless records cost you space, time and money. Yet, you may suffer fines, penalties or other legal consequences if you do not keep your records long enough or you destroy them improperly. If you keep them too long, adverse parties may also subpoena your records during litigation — records that could and should have been destroyed legally in the regular course of business — to help them win their case against you!

Realistically, you have to make a decision. You can no longer decide *whether or not* to destroy records, only *when* to destroy them! Keeping records for too short a time may cause you problems! Keeping them too long could even be worse!

*Records Retention Procedures* gives you the solution! We show you how to establish a records retention program for destroying records at the right time. We show you the step-by-step *Skupsky Retention Method* — seven steps proven in actual use:

- Preliminary Procedures.
- Legal Research.
- Legal Research Index.
- Legal Group File.
- Records Retention Schedule.
- Records Listing with Retention Periods.
- Concluding Procedures.

Take the mystery out of records retention. The records nightmare can become a thing of the past! Clean old records out of your valuable storage areas. This book describes the methodology used in our records retention software, *Retention Manager 3*.

#### Pricing

- Initial purchase: **\$42.00** (plus shipping and handling)
- ISBN: 0-929316-03-7 1994 Edition

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