Data Retention

Go to Terms and Definitions

Discussion

Data Retention preserves Managed Data for a specified period or until a specified condition occurs. The applicable Requirements, Policies, Constraints, Classifications, legal obligations, contractual obligations, Baselines, or decisions of an Authority establish the retention requirement.

A retention requirement identifies the Data subject to retention, the event that begins the retention period, the duration or terminating condition, the required availability and Integrity, and the Authority responsible for exceptions or changes.

Data Retention remains distinct from backup. A backup may support retention or recovery, but creating a backup does not establish how long Data must be preserved or whether its disposition is authorized.

Definition

governed preservation of data for a specified period or until a specified condition occurs

Source

Dido Solutions, Inc. and Jackrabbit Consulting, Inc., derived for DIDO-TE and informed by records-retention and disposition concepts used by the U.S. National Archives and Records Administration

Note

Data Retention may require preservation of Data in active storage, archival storage, or another controlled form. The storage mechanism does not alter the governing retention period.

Expiration of a retention period does not itself authorize deletion or another Data Disposition. The applicable disposition requirement determines the permitted action.

Example

A Test Result and its associated Evidence are retained for seven years after the applicable Validation Decision unless a legal hold extends the retention period.

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