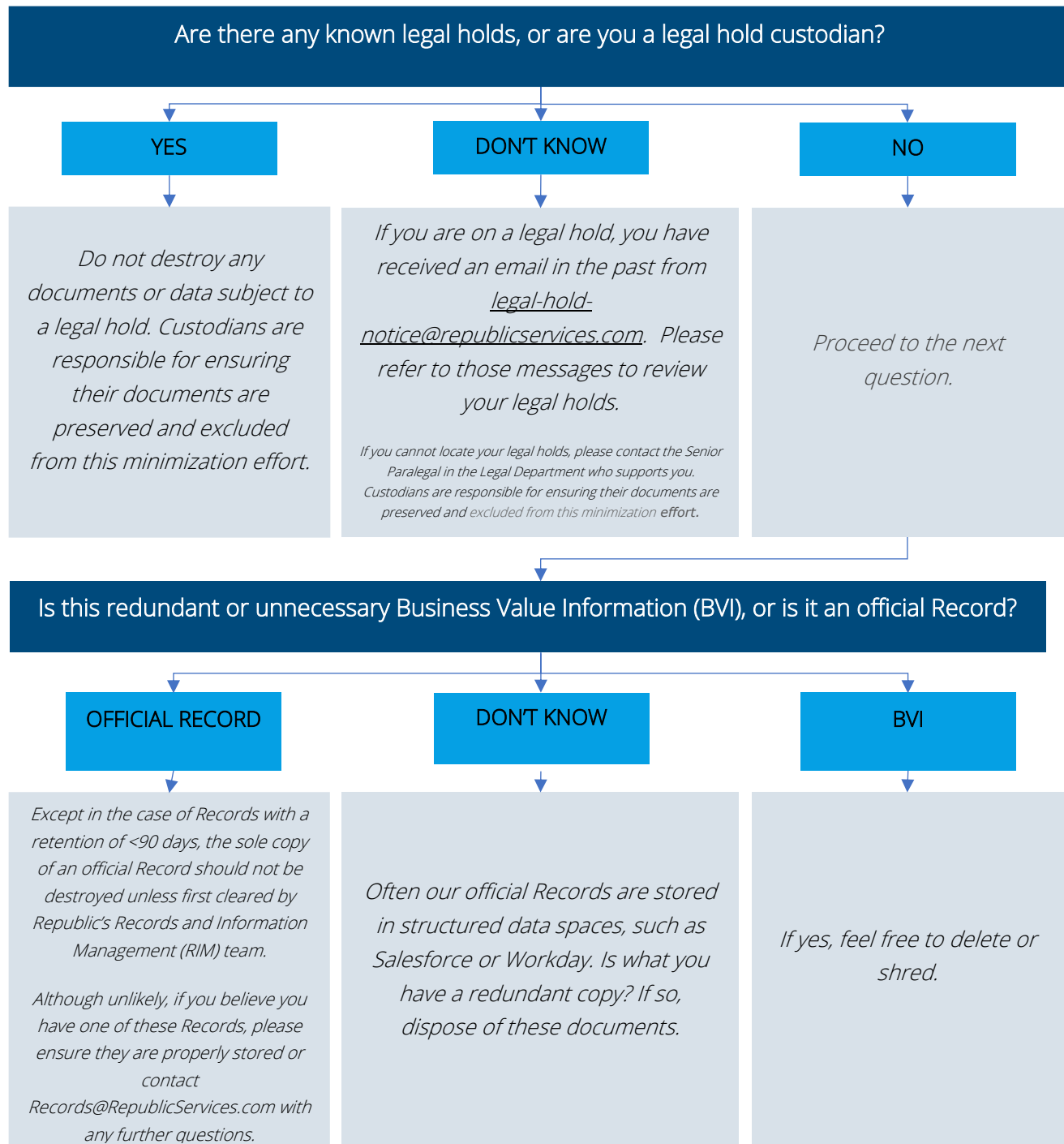




## Records and Data Clean Up Day October 24, 2023

If you are preparing to permanently delete or shred documents, ask yourself:





**Records** are both electronic and physical documents generated or received by Republic that are governed by the Records Retention Schedule (RRS). These official Records have an associated legal or business retention period which is outlined in the Records Retention Schedule.

The sole copy of an official Record should not be destroyed unless first cleared by Republic's Records and Information Management (RIM) team.

**Business Value Information** are materials or documents not considered a Record and will not have an associated retention requirement. This type of document serves a specific, temporary purpose and should be disposed of once it is no longer useful or needed for legal hold purposes. These are likely documents such as meeting notes, presentations, trade publications, or copies of official Records.