Data Retention Policy Template

A data retention policy template for farms, helping owners decide how long each type of record is kept and how it is destroyed. Print it and keep a copy with your records.

Farm / unit: _____ Date: _____ By: _____

Types of records

Why each is kept

Where each is stored

Retention period per the rules

Who is responsible

Backup arrangements

How records are destroyed

Exceptions and legal holds

Review date

TIP Check tax and legal retention rules with the agency or a licensed professional before setting periods.