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**ISSC331: Legal Issues in Information Security**

**Let’s start off by address why we need a Document Retention Policy before I would implement one to Florida State University.**

1. **What is a Document Retention Policy and why do we need one for our organization?**
* We definitely need Business [Proficiency](https://www.bing.com/search?q=define+proficiency)
* We need DRP to protected of in any future Litigation disputes
* We absolutely need to be in compliance with federal and any type on state rules and regulation our origination need to abide by.
1. **We need to build a structure for our Document Retention Policy for the college**
* When creating a Document Retention Policy we have to appoint who is going to be DRP Manager, who is his subordinates and permission they might have.
* When creating a Document Retention Policy we have to do diligently document everything and anything that pertains to our DRP. This I will be most beneficial to the college and our business in case of a frivolous lawsuit our government audit.
* When creating a Document Retention Policy we have to know how long our local laws and government regulation will allow us to stage and hold this document that we already have diligently documented.
* When creating a Document Retention Policy this is at the manager’s discretion, but generally not more than five years unless the document must be kept longer for business reasons. (Dan Daner)
* When creating a Document Retention Policy we have to we have to implement a method where we must store our document, from either paper our digital records.
* When creating a Document Retention Policy we have to implement a way that we must destroy our PII and Documents, so we can mitigate any dumpster diving or any our type of social engineering to acquire our privilege documentation.
* When creating a Document Retention Policy we have to implement find more most efficient way to enforce our Document Retention Policy and the consequence if not followed properly
* When creating a Document Retention Policy we have to implement a way to evaluate of DRP yearly or by year.

**References:**

Dan Daner (2016). Developing a Document Retention Policy. Retrieved from <http://www.nfib.com/Portals/0/PDF/AllUsers/legal/guides/document-retention-policy-guide-nfib.pdf>

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