

ZOMBIE RECORDS

What happens to a receipt that is held on long past its retention period? It begins to R.O.T.

The Receipt

Your office obtains a receipt after paying for a new computer. You properly file the receipt and all is well.

STEP
01



Retention

Six years pass and you never think about disposing of the receipt (even though it's time).

It sits in your file cabinet, shared drive, or email and begins to R. O. T.

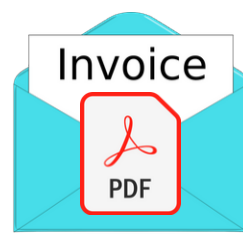
STEP
02

REDUNDANT
OBSOLETE
TRANSITORY

An Audit

Your office is audited. All financial records must be retrieved, even if they're past their retention period. The receipt, once dead, comes back to life.

STEP
03



The Apocalypse

Turns out this isn't the only receipt you've held onto for much too long. What should be a simple audit is overrun by hundreds of zombie receipts.

STEP
04



That little receipt ends up wreaking havoc on your entire office, like a zombie. Maintaining records based on a UW retention schedule will put those records to rest for good. Why not make your life easier and

PURGE THOSE RECORDS