

ZOMBIE RECORDS

What happens to a record that is saved long past its retention period? It begins to R.O.T.

The Evaluation

You dutifully hold a performance evaluation with your employee. You carefully save the evaluation in their employee file and all is well.

STEP
01



Retention

3 years pass and you never think about deleting the evaluation, even though it's time. It sits in the employee folder on your U: drive ...and begins to ROT...

STEP
02



A Lawsuit

An employee brings a claim against UW. All records regarding employee performance must be retrieved, even if they're past retention. The evaluation, once dead, comes back to life...

STEP
03



The Apocalypse

Turns out this isn't the only evaluation you've held onto for much too long. What should have been a simple process is overrun by hundreds of zombie records!

STEP
04



That single evaluation ends up wreaking havoc on your entire office, like a zombie. Maintaining records based on a UW records retention schedule will put those records to rest for good.

Why not make your life easier?

PURGE THOSE RECORDS