

Records Retention Schedule Builder

Map record classes to owners, systems, legal or business rationale, retention trigger, minimum period, hold rules, disposal, and proof.

PROTECTED PDF PREVIEW	View-only evaluation edition
PUBLIC ACCESS	Printing, copying, editing, assembly, and extraction are disabled in compliant PDF readers.
EDITABLE LICENSE	Available by request from sales@ezypz.com

What the licensed edition includes

- 01 Record inventory
- 02 Authority and purpose
- 03 Retention trigger and period
- 04 Legal holds and access
- 05 Disposal and evidence

This preview is intentionally representative rather than fully reusable. It lets you evaluate the structure before licensing the editable working file.

Inside Records Retention Schedule Builder

The licensed edition expands every section with guided questions, response space, ownership fields, evidence prompts, and completion checks.

Record inventory

Purpose / facts / owner / evidence / date:

Authority and purpose

Purpose / facts / owner / evidence / date:

Preview note

Additional sections, guidance, and editable response areas are reserved for the licensed edition. This page demonstrates the working format and depth without distributing the complete reusable asset.

Use the preview. License the reusable value.

Choose the level that matches what you need. No checkout has been activated yet; license requests are handled directly so the correct version and use rights can be confirmed.

PROTECTED PREVIEW	Free	Evaluate the structure. View-only, watermarked, and restricted.
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CUSTOM BUILD	Scoped service	EZY PZ adapts the tool, implements the workflow, documents it, and hands it off.

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