

# HMC

*Global Vision Through Local Experiences Worldwide*

## **Retention Scheduling Process Model**

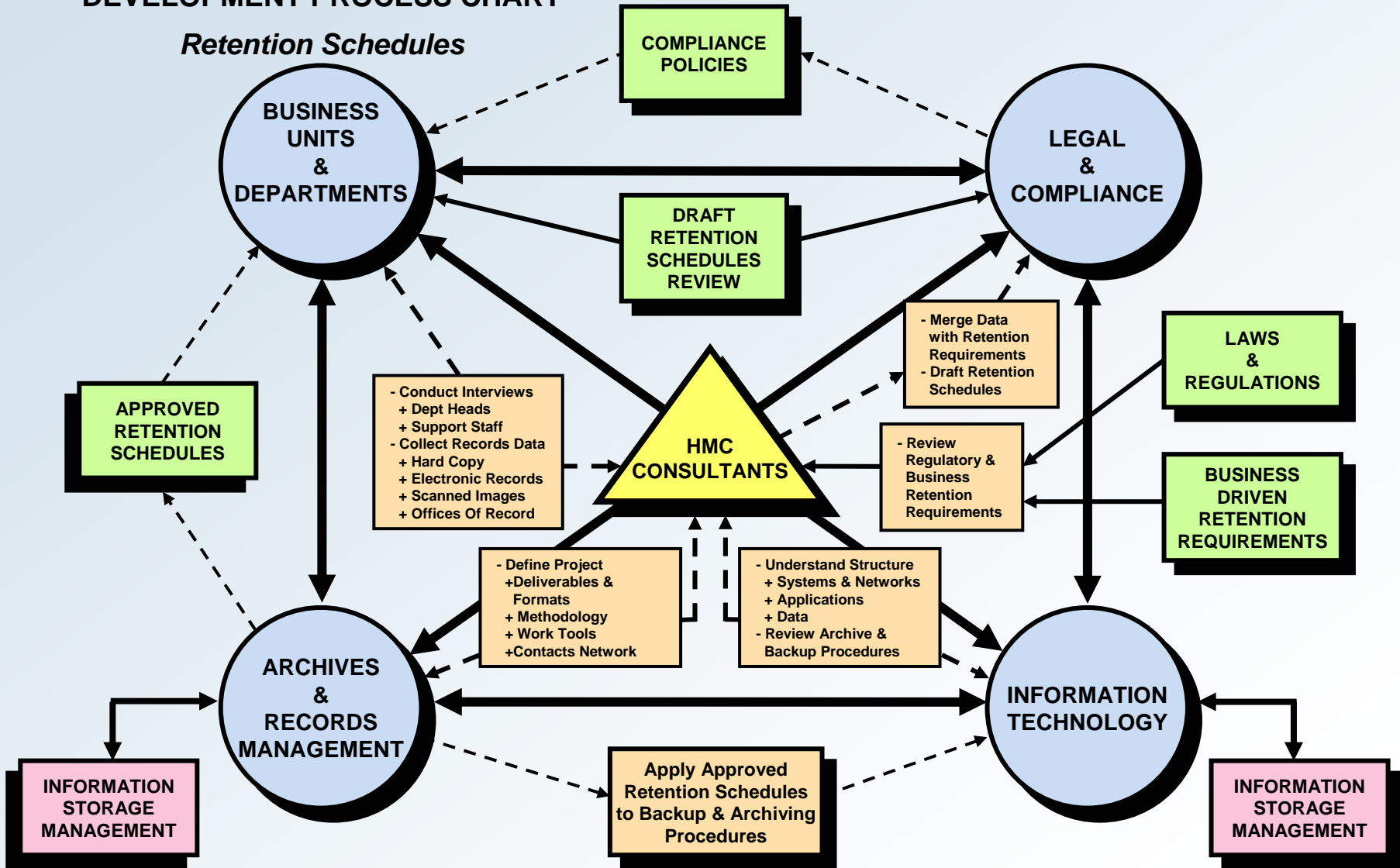
# ***Introduction***

**HMC believes that development of Records & Information Retention Schedules should represent the application of a consulting process to create an effective business solution. We do not sell a predefined work product to our clients. Two process models follow:**

- **A development model indicating the role of HMC in interacting with Business Units, Legal & Compliance, Information Technology, and Archives & Records to create a set of custom Retention Schedules.**
- **A maintenance model showing the interactions of Business Units, Legal & Compliance, Information Technology and Archives & Records to maintain the schedules after approval and implementation.**

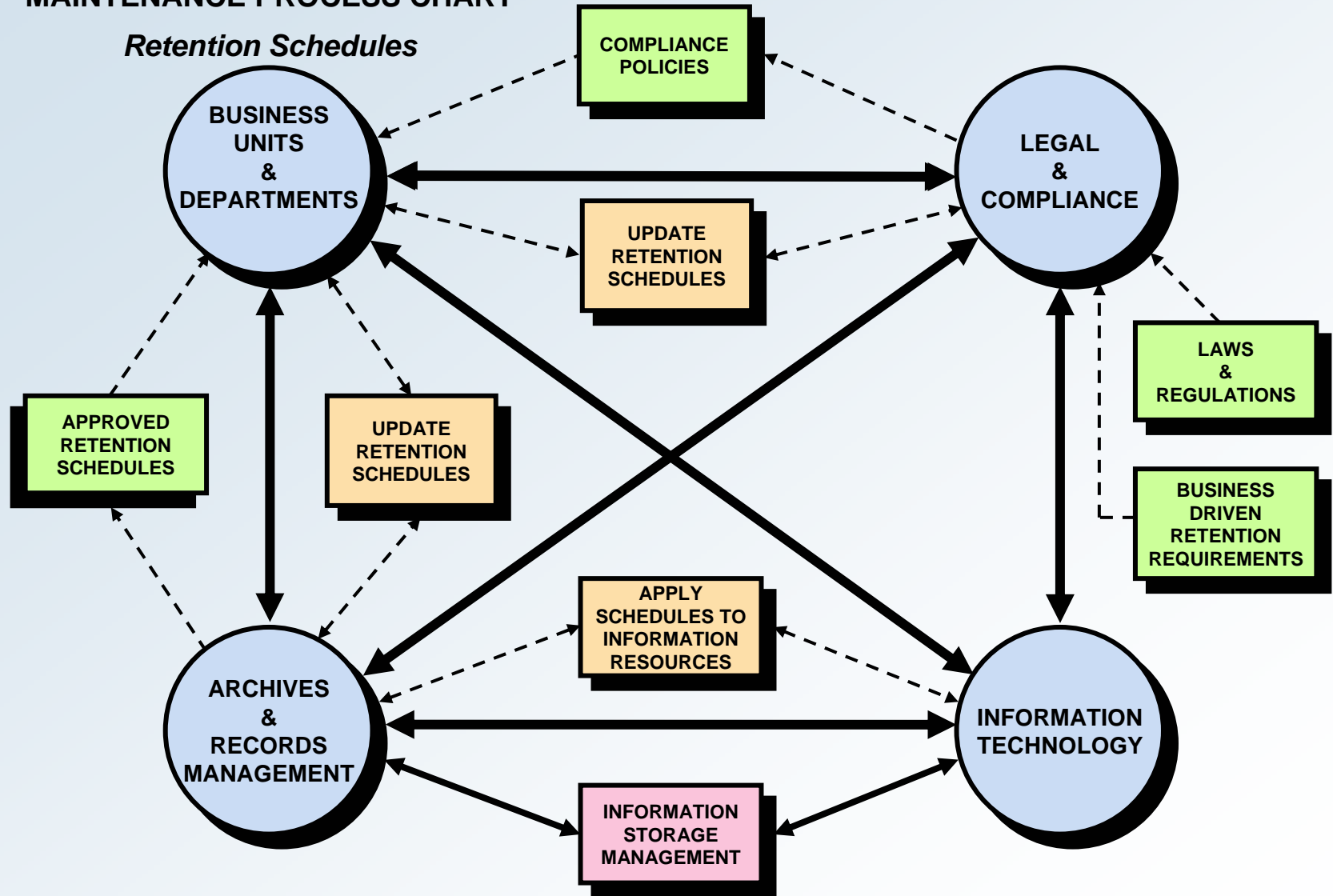
# Retention Schedules Development

## DEVELOPMENT PROCESS CHART



# Retention Schedules Maintenance

## MAINTENANCE PROCESS CHART





# HMMC

***Creative Client Solutions Since 1993***

Tel: 1 (732) 780 4246

Email: [contact@hammondconsulting.org](mailto:contact@hammondconsulting.org)