

# SOP: Periodic Review and Archiving of Obsolete Data

This SOP establishes guidelines for the **periodic review and archiving of obsolete data**, including the identification, classification, and evaluation of data for relevance, secure archiving methods, data retention policies, access controls, and disposal procedures. The objective is to maintain data integrity, optimize storage resources, and comply with regulatory requirements by systematically managing outdated information.

## 1. Purpose

To outline standardized procedures for reviewing, classifying, archiving, and disposing of obsolete data to ensure compliance, security, and storage efficiency.

## 2. Scope

This SOP applies to all digital and physical data maintained by [Organization/Department] across all storage platforms and repositories.

## 3. Definitions

- **Obsolete Data:** Data that is no longer required for operational, legal, or regulatory purposes.
- **Archiving:** Securely storing data that is infrequently accessed but must be retained for compliance or reference.
- **Disposal:** The irreversible removal and destruction of data.

## 4. Responsibilities

Role	Responsibility
Data Owner	Identify and classify data; initiate review process; approve archiving/disposal.
IT Team	Provide secure archiving solutions; implement access controls; carry out data disposal.
Compliance Officer	Ensure adherence to legal and regulatory requirements.

## 5. Procedure

1. **Periodic Review**
  - Conduct data review [quarterly/semi-annually/annually] to identify obsolete data.
  - Document review outcomes and data identified as obsolete.
2. **Classification**
  - Classify identified data according to sensitivity and retention requirements.
3. **Evaluation**
  - Evaluate if data must be retained for compliance; if not, proceed to archiving or disposal.
4. **Archiving**
  - Use secure, access-controlled storage for archived data.
  - Label and index archived data for future retrieval, if necessary.
5. **Data Retention**
  - Follow organizational data retention policies aligned with applicable regulations.
6. **Access Control**
  - Restrict access to archived data to authorized personnel only.
  - Review access rights periodically.

7. Disposal

- When retention periods expire, use secure methods (e.g., shredding, digital wiping) for data disposal.
- Document disposal actions and approvals.

6. Documentation and Records

- Maintain logs of all data reviews, archiving actions, and data disposals.
- Retain documentation as per organizational policy and regulatory requirements.

7. Compliance & Monitoring

- Perform audits to ensure compliance with this SOP and applicable laws.
- Address non-compliance incidents promptly.

8. Revision History

Version	Date	Description	Author
1.0	[YYYY-MM-DD]	Initial release	[Name]