

Audit Records Retention Procedure

Overview

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Overview of Audit Records Retention Procedure

Dear [Recipient's Name],

This letter serves as an overview of our Audit Records Retention Procedure, in alignment with our commitment to comply with regulatory requirements and ensure the integrity of our audit processes.

Purpose

The purpose of this procedure is to establish guidelines for the retention and disposition of audit records to ensure they are available for review, while also protecting sensitive information.

Scope

This procedure applies to all audit records generated within [Company Name], regardless of format (paper or electronic).

Retention Periods

All audit records must be retained for a minimum of [insert duration] years, after which they may be eligible for destruction unless otherwise stipulated by law.

Responsibilities

It is the responsibility of the Audit Department to manage the retention schedule and ensure compliance with this procedure.

Review and Updates

This procedure will be reviewed annually and updated as necessary to reflect changes in legislation or organizational needs.

If you have any questions regarding this procedure, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]