

**Our library
of research
includes 132
countries and
counting!
Visit our
website for a
complete list
of countries
researched
and our
services.**

www.internationalrecordretention.com



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***Keeping Companies
in Compliance
All Over the World***



**International Record
Retention dot com**

In every part of the world, there are different regulations, laws and decrees stating compliance requirements for record retention. International Record Retention dot com can put years of research in the palm of your hands and arm you with the information you need to keep your global record retention practices in compliance.

Why?

Good Corporate Governance

Management is responsible for the information assets of a company. We can help you demonstrate to shareholders, tax authorities and regulators that you have obtained the proper research to ensure your company's records are in compliance.

Cost Savings & Increased Storage/Work Space

We can help you save storage expenses by identifying records that no longer need to be retained. Free up storage, office and hard drive space by getting rid of records that are no longer in need of retention.

Reduced Exposure to Litigation

Why retain records if you don't have to? Many companies expose themselves to litigation by hanging on to records that they didn't have to keep, records that if the company were to become engaged in litigation could be a liability.

OUR PRODUCT IS RESEARCH

Our primary product is usable research we have accumulated and keep current for The Americas, Western Europe, Central and Latin America and Asia/Pacific. In addition we have also explored record retention requirements for clients in emerging markets in Eastern Europe, Central, South and Southeast Asia and Africa.

We have updated research for almost everywhere your company does business and can assist in assuring your company's compliance with:

- How long you must retain records about money, people and your business;
- How you may maintain records electronically and any qualifications;
- Any restriction on the movement of business records out of the country;
- Any restrictions on the transborder data flow of personal information.

Your industry may take you off the beaten path to countries that we have less frequently researched, but we know where to find the information and how to find the most current retention regulations available – no matter where you do business.

The research of International Record Retention dot com concentrates on, but is not limited to:

- Accounting
- Human Resources
- Environmental Protection
- Health and Safety
- Finance
- Contracts
- Litigation
- Benefits
- Taxation
- Customs
- Treasury
- Sales

OUR SERVICES

We offer a variety of services ranging from providing record retention research to helping you build a global schedule that is user friendly and easy for everyone to follow. Whether you are starting from scratch or in need of maintenance to your existing record retention schedule, we can help.

Record Retention Research

Since our primary product is research, we can provide you with record retention research that is specific to your industry, up to date, summarized and accurate. Even better, it's easy to follow.

Applied Record Retention Research

Already have a record retention schedule for your domestic operations? We can apply specific record retention research for other countries to your existing schedule using your current format as a baseline.

Starting from scratch

Don't have a record retention schedule? We can help you research, develop and build a schedule for your company for both your international and domestic operations. We do all of the leg work, from start to finish, and provide a clean, consistent schedule from which each of your employees can comply.

Maintenance

If it's been a while since your record retention schedule has been refreshed or if your current schedule is too cumbersome, it's time for maintenance. Record retention laws change so it's important to make sure updates are applied to your existing schedule.