
WAND Records Retention Taxonomy

The WAND Records Retention Taxonomy has 427 categories and 670 synonyms and covers all the document types that every company should be thinking about for records keeping purposes. This taxonomy focuses heavily on documents and records. Employee records, financial records, general business records, legal records, safety records, and financial records are all covered.

This taxonomy was created by looking at reports regarding United States statutory requirements for record keeping, but many of these record types are important for companies around the world.

A company can easily apply its own retention periods to these document categories based on statutory requirements of the specific industry or locale.

+ Consumer Information	(1)
+ Document Formats	(12)
+ Employee Related Records	(155)
+ Federal Statutes	(23)
+ Financial Records	(66)
+ General Business Records	(77)
+ Healthcare Records	(4)
+ Legal Records	(28)
+ Personal Information	(2)
+ Safety Records and Notices	(9)
+ Sales and Marketing Records	(15)
+ Tax Records	(23)