

**Ten Deadly Sins of a Corporate Retention Program**  
**By Chris Perrow, President, Perrow Systems**

1. The retention schedule no longer reflects the changes to the company.
2. The retention schedule is not based on legal or regulatory requirements; citations do not exist to support the retention periods.
3. The retention schedule is out of date and no longer reflects the law.
4. Formal policies do not exist or are inconsistent across departments.
5. Retention schedules cover paper records but not all media.
6. No one is responsible for administering a company's record management.
7. The retention policies are not integrated into a records management system that can 'report' to companies when to destroy records.
8. Users are oblivious to records policies.
9. There is no effective review or audit process for approving records destruction.
10. Companies freeze all destruction during litigation because they cannot identify those records pertinent to the litigation.

**About Chris Perrow:**

Chris Perrow designs organizational systems that fit the nature of the individual, department or company, helping people perform at their peak while maintaining order and flow. As President of Perrow Systems in Silver Lake, Ohio, Chris conducts training for time management, lean office, productivity, change management, leadership, and employee development. Perrow is a member of the National Association of Professional Organizers (NAPO).

Chris holds a BA in psychology from Muhlenberg College. She has helped clients like Kent State University, Akron Metropolitan Housing Authority, Office Max and SummaCare. to achieve new productivity through new, lasting process training Contact Chris at Perrow Systems at 330-686-0282 or by e-mail at [info@perrowsystems.com](mailto:info@perrowsystems.com), or view her website at <http://www.perrowsystems.com>.