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Data retention and data archiving, data destruction/disposal

Big question for data retention: how long do you keep it?
Month? A year? A decade? Forever?

Data archiving is the intention preservation of data that makes it easy to refer back to.

Differentiate between data archives and your data backups
Don't configure your archive in such a way that it produces a single point of failure

- Don't make your archive an afterthought
- Regulators may impose severe penalties on loss of archived data

Establish clear policies about what data should be stored, and in which tier of storage (security, time of retention, etc.)

Don't treat all your data the same

Take steps to automate lifecycle management

Don't underestimate the importance of security – especially in the cloud

Consider benefits and risks of storage solutions

What purpose does your data retention policy serve?

How long do you need different classes of data?
--what data is for internal use only?
--what uses does the data have (including reuse cases)?
--what regulations apply?

https://www.the-ies.org/sites/default/files/documents/retention_archiving_policy.pdf
https://www.healthit.gov/playbook/pddq-framework/platform-and-standards/historical-data-archiving-and-retention/
https://www.oecd-ilibrary.org/environment/guidance-document-on-good-in-vitro-method-practices-givimp/storage-and-retention-of-records-and-materials_9789264304796-15-en;jsessionid=Qm2SVRUIbY7hEzuI-b9d1QtH.ip-10-240-5-112

data disposal and data destruction

why?
Data isn't valuable forever, and there are not unlimited resources to preserve/retain all data collected

Safe data destruction may be the subject of regulations

Methods:

- Overwriting the data – overwriting with new data, or assigning random values to the sectors so that the old data can't be retrieved
- Degaussing – erasing magnetic data with a magnetic – destroy the medium in the process
- Disposal/destruction of the physical mechanism – breaking it so that it can't be physically used anymore

Maintain a log of devices that have been destroyed and how (include methods), and dates

Should have a policy about data disposal (with retention and archiving), and when and how data will be destroyed.

States have different requirements about disposal and in what circumstances
Some companies specialize in facilitating compliance