

CREATING PERSONAL POLICY

To create your personal document policy simply fill out this sample policy.

1. Document Types

i I will archive the completed versions of these types of documents:

i I will archive both the drafts and completed versions of the following types of documents:

i OR: I will archive only certain documents which I think are valuable enough to save for many years.

2. Location

i The three places I will store my archive of documents are:

3. Exceptions

The only exception(s) to this policy are::
