

Frontera Consulting Data Retention Schedule:

Retention Category	Retention Category Description	Record (Content/Data) Type	Minimum Retention Period
HR	Personnel Records (Individual)	Employee service records (employee name, hire date, term date, job title) <ul style="list-style-type: none"> • Performance appraisals • Status changes • Training/Education records • Discipline/awards 	Length of employment + 5 years
HR	General HR Information	Job Descriptions and Employee handbooks/ manuals	4 years
HR	Hiring Documents	<ul style="list-style-type: none"> • Advertising/job postings • Application • I-9 forms • Interview notes 	Length of employment +5 years
HR	Leave Documents	Family and Medical Lead (including related medical information, dates of leave, any leave designated as FML, copies of employee notices and documents, records of benefit payments, basic employee data, records of any disputes concerning FML leave)	Length of employment +3 years
HR	Employee Benefits	Summary plan descriptions, annual reports, plan amendments. * Pension payments/records * Pension plan documents Service/eligibility records	Length of employment +5 years * Permanent
Employee-related accounting entries	Accounting entries for employee salaries etc.	Employee-related accounting is generally performed at a summary level, so is not personally identifiable	Indefinitely
Client Agreements	Client contract and project definition documents	All kinds of client agreement documentation, including responses to RFIs and RFPs, proposals, statements of work, change requests, etc.	Until archived and purged from Frontera systems, or on request from client (if possible)
Client reference data (@Frontera)	Client reference data	Client address, contact information, remittance email address, as stored in Frontera systems.	Until archived and purged from Frontera systems, or on request from client (if possible)
Client transaction data (@Frontera)	Client-related data in Frontera systems	Timesheet, expense, billing details in Frontera	Until archived and purged from Frontera systems, or on request from client (if possible)

Retention Category	Retention Category Description	Record (Content/Data) Type	Minimum Retention Period
Client data (@Client)	Data migrated between client system, via services performed by Frontera	Data for migration relating to systems work we are performing, e.g. employee, supplier, customer reference data; financial balances, journals; AP invoices and payments, POs, Projects, etc. etc.	To be deleted from Frontera systems immediately upon successful migration and client sign-off. Policy is to avoid having a copy of this data on a Frontera machine.
Supplier Agreements	Supplier and partner contracts, addenda and other related documents	Supplier agreements, Supplier addenda, Partner agreements, NDAs, etc.	Until archived and purged from Frontera systems, or on request from supplier (if possible)
Supplier reference data	Supplier reference data	Supplier address, contact information, remittance email address, as stored in Frontera systems.	Until archived and purged from Frontera systems, or on request from supplier (if possible)
Supplier transaction data (@Frontera)	Supplier-related data in Frontera systems	Timesheet, expense, invoicing details in Frontera	Until archived and purged from Frontera systems, or on request from supplier (if possible)

ACKNOWLEDGEMENT

Acknowledgement of Receipt and Review

I, _____ (employee name), acknowledge that on _____ (date), I received and read a copy of the Company's Data Retention Schedule, dated [VERSION DATE] and understand that it is my responsibility to be familiar with and abide by its terms. This schedule is not promissory and does not set terms or conditions of employment or create an employment contract

Signed _____ Dated _____

Name _____