

This document is for educational purposes only and needs to be customized further. Reach out to the State Privacy Officer at privacy@utah.gov before implementation.

Information Lifecycle Policy Template

(This document is related to the Privacy Program requirement under The Utah Government Data Privacy Act)

1. Introduction

The policy's purpose is to establish guidelines and procedures for managing the lifecycle of information within [Government Organization Name]. The information lifecycle encompasses the creation, use, storage, and disposal of information to ensure its integrity, security, and compliance with regulatory requirements.

2. Scope

This policy applies to all information, regardless of its format, medium, owned or managed by [Government Organization Name].

3. Definitions

Information Lifecycle: The progression of information from creation or acquisition through its usage, storage, and eventual disposal.

4. Information Lifecycle Stages

4.1. Creation and Acquisition

Information Identification: Clearly identify and document the purpose and value of the information to be created or acquired.

Authorship and Ownership: Establish authorship and ownership responsibilities for the creation or acquisition of information.

Metadata and Classification: Assign appropriate metadata and classification to newly created or acquired information for effective management.

4.2. Storage and Organization

Storage Infrastructure: Utilize secure and organized storage systems to store information based on its type, sensitivity, and regulatory requirements.

Access Control: Create and Access Control policy and implement appropriate access controls and permissions to ensure that only authorized personnel can access and modify stored information.

Regular Review: Periodically review the stored information to ensure its relevance, accuracy, and compliance with organizational policies.

4.3. Usage and Distribution

Authorized Usage: Ensure that information is used for authorized purposes only and in compliance with relevant laws and policies.

Information Sharing: Facilitate secure and controlled sharing of information within and outside the organization while maintaining confidentiality and integrity.

Record Keeping: Maintain accurate records of information usage and distribution for auditing and accountability purposes.

4.4. Maintenance and Preservation

Data Integrity: Implement measures to maintain the integrity of information throughout its lifecycle, including backups and version control.

Preservation: Determine the appropriate duration for information preservation based on legal, regulatory, and organizational requirements.

Migration and Conversion: Ensure information remains accessible by planning for migration or conversion to updated formats or systems as technology evolves.

4.5. Disposal and Destruction

Data Retention Policies: Define and adhere to data retention policies, specifying the duration for which information will be retained.

Secure Disposal: Implement secure and documented processes for the disposal and destruction of information, ensuring compliance with legal and regulatory obligations.

Documentation of Disposal: Maintain records of information disposal, including the date, method, and reason for disposal.