

Customer Name: \_\_\_\_\_ Partner Name: \_\_\_\_\_

- WE ARE BOUND BY THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT.**  
Please use the following pre-defined HIPAA compliant retention schedule:



Archive Level	Every (ex. 1 day, 1 month, 1 year)	Keep For (ex. 7 days, 3 months, 1 year)	Rule Responsibility	Where Rule is Applied
Daily File Generations	1 Day	14 Days	Customer / Partner	Data Storage User GUI
Full Weekly Snapshots	1 Week	4 Weeks	OffsiteDataSync	OffsiteDataSync Vault
Full Monthly Snapshots	1 Month	12 Months	OffsiteDataSync	OffsiteDataSync Vault
Full Annual Snapshots	1 Year	3 Years	OffsiteDataSync	OffsiteDataSync Vault

- WE ARE BOUND BY SARBANES OXLEY AND / OR SAS 70 II COMPLIANCE.**  
Please use the following pre-defined SOX / SAS 70 II compliant retention schedule:



Archive Level	Every	Keep For	Rule Responsibility	Where Rule is Applied
Daily File Generations	1 Day	14 Days	Customer / Partner	Data Storage User GUI
Communications (email, instant msg)	Continuous	7 years	Customer / Partner	Data Storage User GUI
Full Weekly Snapshots	1 Week	4 Weeks	OffsiteDataSync	OffsiteDataSync Vault
Full Monthly Snapshots	1 Month	13 Months	OffsiteDataSync	OffsiteDataSync Vault
Full Annual Snapshots	1 Year	7 Years	OffsiteDataSync	OffsiteDataSync Vault

- WE ARE AFFILIATED WITH THE DEPARTMENT OF DEFENSE.**  
Please use the following pre-defined DOD compliant retention schedule:



Archive Level	Every	Keep For	Rule Responsibility	Where Rule is Applied
Daily File Generations	1 Day	14 Days	Customer / Partner	Data Storage User GUI
Communications (email, instant msg)	Continuous	10 years	Customer / Partner	Data Storage User GUI
Full Weekly Snapshots	1 Week	4 Weeks	OffsiteDataSync	OffsiteDataSync Vault
Full Monthly Snapshots	1 Month	12 Months	OffsiteDataSync	OffsiteDataSync Vault
Full Annual Snapshots	1 Year	Infinite	OffsiteDataSync	OffsiteDataSync Vault

- WE ARE BOUND BY THE BUREAU OF ALCOHOL, TOBACCO, FIREARMS & EXPLOSIVES AGENCY.**  
Please use the following pre-defined ATF compliant retention schedule:



Archive Level	Every	Keep For	Rule Responsibility	Where Rule is Applied
Daily File Generations	1 Day	14 Days	Customer / Partner	Data Storage User GUI
Full Weekly Snapshots	1 Week	4 Weeks	OffsiteDataSync	OffsiteDataSync Vault
Full Monthly Snapshots	1 Month	13 Months	OffsiteDataSync	OffsiteDataSync Vault
Full Annual Snapshots	1 Year	Infinite	OffsiteDataSync	OffsiteDataSync Vault

- WE HAVE CHOSEN TO WRITE OUR OWN CUSTOM RETENTION SCHEDULE AS DESCRIBED BELOW.**



Archive Level	Every	Keep For	Rule Responsibility	Where Rule is Applied
Daily File Generations			Customer / Partner	Data Storage User GUI
Full Weekly Snapshots			OffsiteDataSync	OffsiteDataSync Vault
Full Monthly Snapshots			OffsiteDataSync	OffsiteDataSync Vault
Full Annual Snapshots			OffsiteDataSync	OffsiteDataSync Vault

### OffsiteDataSync Customer Signoffs

Representative Name: \_\_\_\_\_ Executive Name: \_\_\_\_\_

Representative Signature: \_\_\_\_\_ Executive Signature: \_\_\_\_\_  
(I / we have the authority to bind the company) (I / we have the authority to bind the company)