Document Access and Retention Checklist

Use this matrix to define who can see each file type, who owns it, and how long to keep it.

HASHMICRO

Prepared for HashMicro style register **Updated** 2026-08-21

Checklist Matrix

No.	File Type	Owning Department	Access Level	Retention Period	Checklist Notes
1	**Invoices**	**Finance / Accounts Payable**	Restricted to AP, Finance Manager, and approvers	7 years	Store by vendor and month; lock after approval
2	**Receipts**	**Finance / Cashier**	Restricted to Finance and audit reviewers	7 years	Keep the matching payment reference and scan quality
3	**Purchase Orders**	**Procurement**	Procurement, Finance, and request approvers	7 years	Link to PO, quote set, and budget code
4	**Vendor Contracts**	**Procurement / Legal**	Restricted to Procurement and Legal	Contract term + 7 years	Save signed copy, amendments, and renewal reminders
5	**Employee Records**	**HR**	Restricted to HR and authorized managers	Employment term + 2 years	Separate personal files from payroll and disciplinary records
6	**Policy Documents**	**HR / Operations**	Read access for all staff; edit access for owners only	Current version + 3 years	Retain superseded versions only when required for audit
7	**Stock Records**	**Inventory / Warehouse**	Restricted to Inventory, Warehouse, and	5 years	Keep stock counts, adjustments, and cycle count evidence
8	**Delivery Documents**	**Logistics / Warehouse**	Restricted to Logistics, Warehouse, and	5 years	Pair with dispatch, proof of delivery, and receiving logs
9	**Sales Proposals**	**Sales**	Sales team and management	3 years	Archive rejected and approved versions separately
10	**Customer Documents**	**Sales / Customer Service**	Restricted to Sales, Support, and authorized managers	5 years	Include agreements, onboarding files, and support attachments

Access levels: restricted = named roles only; read access = view-only for staff; edit access = the owner department only.