

Data Retention Policy

Purpose

This document establishes the corporate policy and standards for retaining business documents at Landstar Title Agency, Inc.

Policy

All Landstar Title Agency, Inc. employees are responsible for securely maintaining electronic and paper-based business documents, including both original documents and reproductions, for as long as they are needed to conduct business or as required by state retention laws, whichever is longer.

Legal Services and Human Resources reserve the right to extend retention periods when required for legal purposes or pending litigation.

Business Documents

Business documents are any electronic or paper-based business products or documents required during the course of business including, but not limited to, title, escrow, insurance, and claims documents.

Data Security/Disposal – See Non-Public Information Security and Disposal Policy

Violation of Policy

Failure to adhere to all requirements stipulated in this policy and all related documents may result in disciplinary actions, up to and including

- Immediate removal of any applicable hardware/software/access to the Landstar Title Agency, Inc. computer network or business systems
- Formally reporting the incident to Landstar Title Agency, Inc. senior management
- Termination of employment
- Any other action deemed necessary by Landstar Title Agency, Inc. senior management

Review

Landstar Title Agency, Inc. has voluntarily adopted this policy for its sole and exclusive use. This policy and all related documents will be reviewed annually or as needed based on prevailing business conditions.

Approved

Kenneth Warner, Esq. Vice President and Senior Counsel

Revision History

Version Number	Revised Date	Effective Date	Approved By	Brief Change Summary