


STANDARD OPERATING PROCEDURE	DBLGROUP IT DEPARTMENT South Avenue Tower (6th Floor), House-50, Road-3, Gulshan-1, Dhaka, Bangladesh	
TITLE	LOGBOOK FOR STANDALONE SYSTEM/USER DATA RETENTION	Page 1 of 1

APPENDIX – E

LOGBOOK FOR STANDALONE SYSTEM/USER DATA RETENTION

SL NO	Stand-alone System/User Name	Computer ID	Department Name	Data Retention Status			Data Remove/ Destroy Date	Execute By Name & Signature	Remarks
				Layer-1 (Stand-alone System/User System)	Layer-2 (Portable HDD)	Layer-3 (File Server)			