ID Copy Handling Record

Follow one ID check through custody, retention and disposal

Use one sheet per record type. Keep completed records in your own files. Omit customer names, ID numbers, dates of birth and images. Start each answer with Supported, Stated only or Unknown (page 2).

Workflow reference

Site or system / jurisdiction

Review date

1. Why is this information kept?

Decision being made; record type and fields collected; purpose or requirement; supporting reference.

2. Who holds it?

Storage location; access roles; service providers and their providers; permitted use and its limits.

3. What ends retention?

Period or trigger; supporting requirement; actual setting or procedure; any hold; protection while retained.

4. What shows disposal happened?

Evidence reference and date; outcome; remaining copies or backup limits. For a retained record, note the next step.

Open question and first check

State the gap, the next check and the decision it will inform. Use the evidence labels on page 2.

Responsible role

Follow-up date

Rules for using the record

Complete one useful review before choosing a wider project

Fill in a saved copy or print page 1. Use short answers and evidence references; add a separate sheet for extra detail. Keep separate sheets for paper copies, digital images and extracted data. Record the return of the original document separately; its return does not show that copies were removed.

1. Justify the information collected. Write the decision the check supports and the purpose or requirement for each retained item. Identify whether the check can use less information.

2. Follow every holder. Include internal storage, access roles and downstream providers. Record what limits their use. Ask which notices, contracts and instructions govern the handling.

3. Give retention an end. Find the period or event that ends retention. Confirm required records and preservation holds before changing disposal rules. Keep required records protected.

4. Match the conclusion to the evidence. A policy describes the intended process. A deletion event, destruction log or supplier response may support a specific conclusion. Record its scope and limits, including backups.

Use these evidence labels

Supported: a cited record or observation answers the specific question.
Stated only: an answer or policy has been supplied; its operation is unverified.
Unknown: the answer is missing. Assign a responsible role and follow-up date.

Fictional example: "We shred weekly" is stated only until the relevant procedure and destruction record are reviewed. A completed worksheet is not a compliance certification.

When the review is ready: Each answer has an evidence status, supporting evidence is referenced, and every open item has a responsible role and follow-up date.

A question the front desk should be able to answer

"Can you complete the check without a full copy? Where does the information go, and when and how is it disposed of?" Ask for the team that owns the procedure when an answer is missing.

Legal scope and sources

Requirements depend on the record, jurisdiction and business. A copy may need to remain after checkout. Georgia guidance addresses hotel ID retention and disposal; Maryland provisions cover defined personal information, resident protections and specified service-provider contracts. These operating rules do not create a universal right to immediate deletion.

FTC: Protecting Personal Information - business guidance
Georgia AG: Hotel ID copies (February 2, 2017)
Georgia AG: Disposal of Customers' Business Records
Maryland: Section 14-3503, security and service providers
Maryland: Section 14-3502, protection during destruction

Use the result with your own team. Give operations, procurement or your broker the relevant findings. Share the blank worksheet freely; keep completed records and supporting evidence in your own systems.