Disabling digital services upon cessation of business · What to record?

For: Paušalni obrt · Obrtnici · j.d.o.o. · d.o.o.

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Applicability: According to the profile and circumstances of the described case.

Prepare supplier invoices, termination notices and a controlled list of administrator accounts.

Record and working document

On another device, open the actual items from the archive.

Check the statutory retention periods and only delete data when there is a basis to do so.

Working example · Disabling digital services upon cessation of business

On another device, open the actual items from the archive.

Specific next steps

1. On another device, open the actual items from the archive.
2. Check the statutory retention periods and only delete data when there is a basis to do so.
3. Close each service with the recorded date, the person responsible and proof.

Limits of application

Apply the guideline to your documents and working methods.

Original page

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