



Santa's Records Classification

Duration	Scope Notes	Final Action
Elf Employment Enchantment		
1 years	Chronicles of elfin employment, covering every jingle and jangle from merry contract signings to elfin performance reviews, and joyous training sessions amidst the workshop's twinkling lights.	Destroy
Toy Tinsel Town Files		
5 years	Encompassing the magical world of toy-making, from the initial sketches of blueprints to the final ticks on the production schedules, capturing the essence of Santa's bustling toy factory and its whimsical creations.	Destroy
Reindeer Reign Records		
10 years	Detailed sagas of each reindeer's journey, from health check-ups by the workshop's vet to their starlit sleigh flight practices, ensuring they're ready for their annual globe-trotting adventure.	Archive
Gift Glee Gathering		
3 years	A compilation of all the lists, dreams, and plans for the annual gift-giving extravaganza, encompassing the assembly of toys to the meticulous planning of Santa's delivery routes down every chimney.	Destroy
Workshop Winter Wonderland Maintenance		
10 years	Logs and reports keeping track of every twinkle in the workshop, from maintaining the magical equipment that makes Christmas possible to ensuring safety protocols are as tight as a bow on a gift.	Destroy
Festive Finance Folios		
7 years	The financial fairy tale of the North Pole, detailing every peppermint penny spent and received, from budget allocations for toy materials to the heartwarming records of generous donations from around the globe.	Archive
North Pole Communication Chronicles		
3 years	A collection of every wish, whisper, and word, from the letters addressed to Santa Claus by children worldwide to the internal memos that keep the elves in high spirits and perfect harmony.	Destroy
Security and Snowflake Confidentiality		
7 years	Guarding the secrets and safety of Santa's Workshop, these records include magical access logs, confidential elfin matters, and reports of any rare incidents under the Northern Lights.	Destroy
Children's Wish List Wonders		
2 years	A treasure trove of children's heartfelt wishes and dreams, sent from across the globe, each one carefully read and cherished by Santa and his team, sparking the magic of Christmas every year.	Destroy
Naughty and Nice Ledger		
1 year	This section encompasses the carefully curated lists of children's behavior throughout the year. It includes both the Naughty and Nice lists, where every child's deeds are recorded with care and attention by Santa and his team. This ledger is fundamental in the decision-making process for gift distribution.	Archive