Appendix 3 – Registry of Records for Detention/Central Archive

No.	Code	[illegible]	[illegible]	Location	[illegible]	Prolonged [illegible]
1.						
2.						
3.						
4.						
5.						
6.						
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8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						

[job title]
[name]

[signature]

Commented [45A1]: If organization uses electronic databases, then this Appendix is not needed, and data listed here can be stored in database.

Commented [45A2]: "Period of use" refers to the time when the record was in active use, before archiving.

Commented [45A3]: Write in the reason for retaining the record longer than scheduled time.

Commented [45A4]: Signature is needed only if the document is in paper form.

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