

[organization name]

Appendix 4 – Registry of Records for Detention/Central Archive

No.	Code	Name of record	Retention period	Location	Date of destruction	Retention period (if applicable)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						

Commented [16A1]: If organization uses electronic databases, then this Appendix is not needed, and data listed here can be stored in database.

Commented [16A2]:

Commented [16A3]: Write in the

[job title]

[name]

[signature]