

[organization name]

Appendix 4 – Registry of Records for Detention/Central Archive

No.	Code	Name of record	Period of use	Location	Date of archiving	Prolonged
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						

Commented [AS91001]: If organization uses electronic records, please specify the format.

Commented [AS91002]: "Period of use" refers to the time when the record was in active use, before archiving.

Commented [AS91003]: Write in the reason for retaining the record longer than scheduled time.

[job title]

[name]

[signature]