

[organization name]

### Appendix 3 – Registry of Records for Detention/Central Archive

No.	Code	Number of records	Retention period	Location	Retention period	Prolonged
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						

**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.

[job title]

[name]

[signature]

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