

[organization name]

Appendix 3 – Registry of Records for Detention/Central Archive

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

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 [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.