

[organization name]

Appendix 3 – Registry of Records for Detention/Central Archive

No.	Code	Period of use	Location	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.