

[organization name]

### Appendix 4 – Registry of Records for Detention/Central Archive

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

**Comment [9A1]:** If organization uses electronic databases, then this Appendix is not needed, and data listed here can be stored in database.

**Comment [9A2]:** "Period of use" refers to the period of active use, before archiving.

**Comment [9A3]:** Write in the reason for the scheduled time.

[job title]

[name]

\_\_\_\_\_  
[signature]