

[organization name]

Appendix 2 – Registry of Records for Detention/Central Archive

Commented [14A1]: If organization uses electronic databases, then this Appendix is not needed, and data listed here can be stored in database.

Commented [14A2]:

Commented [14A3]:

| No. | Code | Period of use | Date of destruction |
|-----|------|---------------|---------------------|
| 1. | | | |
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| 18. | | | |
| 19. | | | |

[job title]

[name]

[signature]

Commented [14A4]: The signature is needed only if the document is in paper form.