

[organization name]

## Appendix 2 – Registry of Records for Detention/Central Archive

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

**Comment [14A1]:** If organization uses electronic databases, then this Appendix is stored in database.

**Comment [14A2]:** "Period of use" active use, before archiving.

**Comment [14A3]:** Write in the reason scheduled time.

[job title]

[name]

[signature]

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