

[organization name]

Appendix 4 – Registry of Records for Detention/Central Archive

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

| No. | Code | Period of use | Prolonged |
|-----|------|---------------|-----------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| 14. | | | |
| 15. | | | |
| 16. | | | |
| 17. | | | |
| 18. | | | |
| 19. | | | |

Commented [9A2]: "Period of use" refers to the time when the record was in active use, before archiving.

Commented [9A3]: Write in the reason for

[job title]

[name]

[signature]