Records Retention Schedule

Company/ Business Unit:

Department/Section:

Location:

Record Series	Media (paper, electronic)	Records owner	Office Retention (months or years)	Records Storage			Full Retention (total years)	Transfer to corporate archives (Y/N)	Retention Requirements (e.g. statute, operational, regulatory)
				records centre	offsite	other			

This Retention Schedule will be used by departmental staff to determine retention of documents and transfer to appropriate records storage. All record series are subject to automatic destruction, or transferred to corporate archives as indicated, at the end of their retention period. Please contact us to make any changes, or to alter retention periods.

Approved by Head of Department

Name:

Date:

Version:

Prepared by:

Date: