

Example marked up records list for implementing Disposal Schedule

Location	File Reference	File Title	Date first paper on file	Date last paper on file	Disposal Action	Retention Period	Disposal Date	Disposal Reference
Room 1, shelf 2	03-01-01	Finance: Accounting: Creditors: A-F	1/06/1996	30/05/1997	D	7 years after date of last action	2004	
Room 1, shelf 2	03-01-02	Finance: Accounting: Creditors: F-Q	1/06/1996	30/05/1997	D	7 years after date of last action	2004	
Room 1, shelf 2	03-01-03	Finance: Accounting: Creditors: R-z	1/06/1996	30/05/1997	D	7 years after date of last action	2004	
Room 1, shelf 2	03-02-01	Finance: Auditing: Planning	1/03/1997	30/03/1997	D	7 years after date of last action	2004	
Room 1, shelf 2	03-02-02	Finance: Auditing: Reporting	1/06/1996	30/08/1997	D	7 years after date of last action	2004	
Room 1, shelf 3	03-08-01	Finance: Budget Management: Budget Proposals	01/07/2005	30/6/2006	A	7 years after date of last action	2013	
Room 1, shelf 3	03-09-01	Finance: Financial Reporting: Reporting to Treasury	01/11/1999	30/06/2000	D	7 years after date of last action	2007	
Room 1, shelf 3	03-10-01	Finance: Policy and Procedure: Policy Working Papers	01/04/1995	31/12/1995	D	7 years after date of last action	2002	
Room 1, shelf 3	03-10-02	Finance: Policy and Procedure: Finance Manual Working Papers	01/02/1972	2/10/1999	D	7 years after date of last action	2006	
Room 5, shelf 10	01-02-03	Asset and Resources Management: Disposal: Furniture	01/06/2002	30/08/2007	D	1 year after date of last action	2008	
Room 5, shelf 10	01-05-01	Asset and Resources Management: Maintenance and Operation: Land	01/08/1992	30/09/2004	A	10 years after date of last action	2014	
Basement Box 12	01-05-01	Asset and Resources Management: Vehicles: Maintenance	01/10/1995	30/03/2001	D	5 years after date of last action	2006	