

Example 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 – 10 years (or whatever period stated in the particular country's legislation) | 2007          | DS3/1.1            |
| Room 1, shelf 2  | 03-01-02       | Finance: Accounting: Creditors: F-Q                             | 1/06/1996                | 30/05/1997              |                 |  |               |                    |
| Room 1, shelf 2  | 03-01-03       | Finance: Accounting: Creditors: R-Z                             | 1/06/1996                | 30/05/1997              |                 |  |               |                    |
| Room 1, shelf 2  | 03-02-01       | Finance: Auditing: Planning                                     | 1/03/1997                | 30/03/1997              |                 |  |               |                    |
| Room 1, shelf 2  | 03-02-02       | Finance: Auditing: Reporting                                    | 1/06/1996                | 30/08/1997              |                 |  |               |                    |
| Room 1, shelf 3  | 03-08-01       | Finance: Budget Management: Budget Proposals                    | 01/07/2005               | 30/6/2006               |                 |  |               |                    |
| Room 1, shelf 3  | 03-09-01       | Finance: Financial Reporting: Reporting to Treasury             | 01/11/1999               | 30/06/2000              |                 |  |               |                    |
| Room 1, shelf 3  | 03-10-01       | Finance: Policy and Procedure: Policy Working Papers            | 01/04/1995               | 31/12/1995              |                 |  |               |                    |
| Room 1, shelf 3  | 03-10-02       | Finance: Policy and Procedure: Finance Manual Working Papers    | 01/02/1972               | 2/10/1999               |                 |  |               |                    |
| Room 5, shelf 10 | 01-02-03       | Asset and Resources Management: Disposal: Furniture             | 01/06/2002               | 30/08/2007              |                 |  |               |                    |
| Room 5, shelf 10 | 01-05-01       | Asset and Resources Management: Maintenance and Operation: Land | 01/08/1992               | 30/09/2004              |                 |  |               |                    |
| Basement Box 12  | 01-05-01       | Asset and Resources Management: Vehicles: Maintenance           | 01/10/1995               | 30/03/2001              |                 |  |               |                    |