



MINISTRY OF PUBLIC SERVICE  
AND ADMINISTRATIVE REFORMS

# FILES RETENTION POLICY



©Ministry of Public Service and Administrative Reforms

November 2025

# Foreword

*This **Files Retention Policy** has been developed by the **Ministry of Public Service and Administrative Reforms (MPSAR)** to ensure the effective management, systematic retention, secure archiving, and lawful disposal of physical records maintained by the Ministry. It is aligned with the provisions of the National Archives Act 1999, Government Notice No. 28 of 2002, and the Financial Management Manual (FMM).*

*The policy outlines clear retention periods, classification categories, disposal protocols, and archiving standards applicable across all divisions and registries of MPSAR. It has been formulated with input from Heads of Sections of the Ministry and incorporates the guidelines and recommendations of the **National Archives Department (NAD)**.*

*Specifically tailored to meet the operational needs of MPSAR, this policy may also serve as a reference framework for other Ministries and public sector bodies seeking to strengthen their records management practices. It reflects the Ministry's commitment to good governance, accountability, and service excellence through robust and compliant records lifecycle management.*

*This policy applies exclusively to **physical records** and does not cater for **digital files**. A separate Digital Records Retention Policy may be developed in the future to address electronic documents, emails, and other digital information assets.*

**Secretary for Public Service**  
**November 2025**

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## Glossary of Acronyms

Abbreviation	Definition
<b>MPSAR</b>	Ministry of Public Service and Administrative Reforms
<b>OSH</b>	Occupational Safety and Health
<b>PRAC</b>	Public Records Appraisal Committee
<b>NAD</b>	National Archives Department
<b>FMM</b>	Financial Management Manual
<b>SCE</b>	Senior Chief Executive
<b>SPS</b>	Secretary for Public Service
<b>CR</b>	Confidential Registry
<b>TAPS</b>	Technical Assistance Programme Section
<b>SOS</b>	Scheme of Service Section
<b>PF</b>	Personal File
<b>UV</b>	Ultraviolet (used in the context of document preservation)

## 1. Key Terms and Definitions

To ensure a common understanding of key terms used throughout this policy, the following definitions are provided:

(a) **Records**

All recorded information in **paper or hardcopy format**, created, received, and maintained by the Ministry in the course of its official business. Physical files provide evidence of decisions, actions, policies, and transactions, and must be managed in accordance with legal, regulatory, and operational requirements.

(b) **Policy Files**

Records documenting the Ministry's internal operational policies, standard operating procedures, circulars, and administrative guidelines. These guide the day-to-day functioning and decision-making processes but exclude **policy files with cabinet recordings which are subject to permanent retention**.

(c) **Personal Files**

Personal files (PFs) maintained for each public officer, including offer letters, promotion letters, service history, leave records, performance appraisals, disciplinary actions, training certifications, and retirement/resignation details and other HR related documents of the Public Officer throughout his service in the public sector.

(d) **Administrative/Housekeeping Records**

Routine files related to general administration such as budgeting, procurement, logistics, workshops, transport, and maintenance. These are governed by the Financial Management Manual (FMM) for retention and disposal.

(e) **Records Retention Policy**

An official document outlining specific retention periods for various categories of records, based on their legal, regulatory, operational, and historical value. It guides when records should be archived, reviewed, or destroyed/disposed.

(f) **Archiving**

The process of transferring inactive or semi-active files from the Open/Confidential Registry to a secure storage location for long-term preservation, reference, or historical research at NPF Building. Archiving ensures compliance with statutory obligations and preservation of institutional memory and documents.

(g) **Non-Current Records**

Records that are no longer required for day-to-day administrative or operational activities but may still hold administrative, legal, or historical significance warranting retention or review.

(h) **Disposal**

The authorised process of securely disposing or destroying records that have reached the end of their retention period and have been appraised as having no further

administrative, legal, or historical value. This may include shredding, incineration, or other lawful methods approved under archival regulations.

(i) **Public Records Appraisal Committee (PRAC)**

A Committee within under the National Archives Department (NAD) to review and determine the disposal or preservation status of public records submitted for appraisal.

## 2. Policy Purpose and Objectives

2.1 This Files Retention Policy provides a clear and structured framework for the systematic classification, management, retention, and lawful disposal of Policy, Operational, and Administrative files maintained by the Ministry of Public Service and Administrative Reforms.

2.2 The primary aim of this policy is to ensure that physical files are effectively managed to preserve institutional memory, enhance operational efficiency, promote transparency and accountability, and uphold compliance with all relevant legal and regulatory frameworks. It has been developed in alignment with the provisions of the **National Archives Act 1999**, **Government Notice No. 28 of 2002**, and applicable financial, legal, and administrative instruments, including the **Financial Management Manual (FMM)**.

2.3 Through the implementation of this policy, the Ministry seeks to:

- (a) safeguard the authenticity, confidentiality, and accessibility of official records;
- (b) facilitate the timely and orderly disposal of non-current files in accordance with approved procedures;
- (c) ensure adherence to statutory obligations and recognised archival standards;
- (d) equip staff with clear guidance on file management responsibilities; and
- (e) strengthen audit readiness and ensure continuity and resilience in public service delivery.

2.4 This policy applies **exclusively to physical files**. It does **not govern digital files**. A separate **Digital Records Retention Policy** may be developed in the future to provide structured guidance for the management, retention, and preservation of digitized and born-digital records

## 3. Scope of Application and Coverage

3.1 This policy applies to all physical (hard copy) files; including Policy, Operational, and Administrative files; created, received, maintained, or stored by the Ministry of Public Service and Administrative Reforms (MPSAR) in the execution of its functions. It is applicable across all Divisions, Units, and Sections of the Ministry and is designed to ensure uniformity in file and recordkeeping practices throughout the institution.

3.2 The Ministry operates through four registries for file management purposes:

- (a) **Open Registry:** Handles general administrative, operational, Occupational Safety and Health and policy files used for routine internal reference and action. It is managed by Officer-in-Charge (OMA) or Office Supervisor.
- (b) **Confidential Registry (CR):** Manages files of a sensitive or classified nature, including personnel disciplinary files, confidential correspondence, and cabinet-related matters.
- (c) **Technical Assistance Programme Section (TAPS) Registry:** Deals with project-related records concerning bilateral and multilateral technical cooperation initiatives, including consultancies and capacity-building missions.
- (d) **Scheme of Service (SOS) Section Registry:** Maintains documentation relating to the creation, review, and implementation of schemes of service, job grading, and reclassification within the public service.

3.3 Specifically, the policy covers:

- (a) Files relating to administrative, operational, financial, policies, and service delivery functions;
- (b) Personnel Files including General Services, Human Resources, Safety and Health, and Administrative Cadre;
- (c) Files stored in registries, sections/units of MPSAR, and the Ministry's archives unit;
- (d) Records related to budgets, procurement, stores, and other housekeeping operations as defined under the Financial Management Manual (FMM).

3.4 This policy governs the full lifecycle of physical files from their creation and active use to archiving, lawful disposal, or permanent preservation. In line with recommendations of the National Archives Department (NAD), the objectives are:

- (a) Avoiding inappropriate storage locations;
- (b) Discontinuing the use of bales and adopting labelled, open shelving systems;
- (c) Maintaining proper environmental conditions (temperature: 18°C–24°C, humidity: 45%–65%);
- (d) Protecting files from dust, pests, UV exposure, and unauthorised access; and
- (e) Ensuring annual disposal cycles and clear audit trails.

## 4. Governance and Accountability

Effective implementation of the Files Retention Policy requires clearly defined responsibilities at all levels of the Ministry. These roles ensure compliance with legal mandates, promote accountability, and maintain institutional memory.

### 4.1. Responsibilities of the Registrar

The Registrar is the Officer-in-Charge of the Registries who is the central authority responsible for overseeing all files management functions. The Registrar shall be responsible to:

- (a) maintain, update, and disseminate the Ministry's Files Retention Schedule, ensuring alignment with operational needs and legal requirements;
- (b) coordinate the compilation and timely submission of disposal lists to the Director of the National Archives as per Government Notice No. 28 of 2002;
- (c) ensure that all disposal procedures follow the established protocols under the National Archives Act 1999, including public notification and certification;
- (d) consult the competent authorities to ensure compliance with NAD standards to monitor environmental conditions in storage facilities (e.g., thermo-hygrometer readings, pest control, shelving height, UV protection);
- (e) maintain a centralised inventory of all archived and disposed files, including a disposal file register accessible for audit and inspection;
- (f) facilitate annual or biennial reviews of this policy and submit recommended amendments to senior management for approval;
- (g) adhere to legal holds and ensure no records are destroyed when under review for legal, audit, or investigative purposes; and
- (h) attend file management training sessions and stay updated on policy amendments.

### 4.2. Role of Senior Management in Files Governance

Senior Management, including Administrative Cadre and Heads of Divisions and Units, shall:

- (a) ensure that appropriate infrastructure (e.g., secure storage, fire protection, climate control) is made available for proper records management;
- (b) approve final retention and disposal recommendations before submission to the PRAC; and
- (c) allocate adequate resources (staff, equipment, training budgets) to support effective records lifecycle management.



## 5. Files Categories and Retention Periods

The Files Retention Policy provides the minimum required duration for which different categories of records must be kept, based on legal, operational, historical, and administrative value. It also defines the purpose behind retaining each type of record, ensuring decisions are grounded in the Ministry's needs and compliance obligations.

### 5.1. Policy Files (Operational)

- (a) **Definition:** Policy files are records that document the Ministry's internal policies, standard operating procedures (SOPs), administrative circulars, and guidelines. These records provide institutional guidance and promote consistency in day-to-day operations.
- (b) **Purpose:** To ensure continuity in administrative practices, support transparency in decision-making, and provide an audit trail of internal governance processes.
- (c) **Retention:** Minimum of **7 years after the file becomes non-current** (i.e., from date of archiving).
- (d) **Disposal:** Files must be appraised by the Public Records Appraisal Committee (PRAC) for historical or evidential value. If determined to hold no enduring value, they shall be securely destroyed following formal approval and public notification.
- (e) **Preservation/Archiving Note:** Selected high-reference policy documents may be digitised for wider accessibility and disaster recovery.

### 5.2 Personal Files (Staff Service Records)

- (a) **Definition:** Personal files (PFs) are official records maintained for each public officer. They include documents such as appointment and offer letters, postings, leave records, performance appraisals, disciplinary actions, training certificates, and retirement or termination documentation.
- (b) **Purpose:** To safeguard critical human resource documentation for each officer. These files support administrative functions related to retirement benefits, legal claims, audits, and institutional memory.
- (c) **Retention:** Files must be retained for **20 years** following cessation of service (i.e., retirement, resignation, dismissal, or death).
- (d) **Disposal:** Files shall not be disposed of immediately. A **review must be conducted 5 years** after cessation. For files exceeding **30 years**, a formal appraisal shall determine whether they should be permanently archived or securely destroyed.
- (e) **Preservation/Archiving Note:** Files containing exemplary service records, documents of legal or historical significance, or materials related to disciplinary precedents may be selected for **permanent preservation** in line with the recommendations of the Public Records Appraisal Committee (PRAC).

### 5.3 Administrative/Housekeeping Records/Occupational Safety and Health Files

- (a) **Definition:** Routine records generated from general administration such as budgeting, procurement, staffing, supplies, logistics, workshop documentation, and day-to-day correspondence.
- (b) **Purpose:** To facilitate smooth operation of Ministry functions, support compliance with financial regulations, and provide reference for future planning or audit investigations.
- (c) **Retention:** According to the Financial Management Manual (FMM) and relevant internal policies.
  - (i) **Finance Records:** Retain for at least 7 years, post-audit clearance.
  - (ii) **Procurement Files:** Retain for contract period plus 5 years.
  - (iii) **Workshop and Training Records:** Retain 3–5 years, based on relevance and reuse potential.
  - (iv) **Occupational Health and Safety Files:** Retain for at least 7 years, post-audit clearance.
- (d) **Disposal:** Must be reviewed by PRAC before destruction; only non-essential records cleared by audit should be considered.

### 5.4 New or Unclassified Record Series

- (a) **Definition:** Records that do not clearly fall under existing categories (e.g., project-specific files, special committees).
- (b) **Purpose:** To ensure emerging or ad hoc records are also subject to a structured retention process.
- (c) **Procedure:**
  - (i) The Records Administrator shall consult with relevant units to define classification.
  - (ii) A provisional retention period will be applied pending formal appraisal.

### 5.5 General Disposal Conditions

- (a) No records shall be destroyed without prior review and approval by PRAC.
- (b) A **disposal register** must be updated and kept on-site for full transparency and traceability.
- (c) A committee to be carried out at the level of the Ministry, chaired by DPS – Random sample check of files before disposal.

## 5.6 Confidential Files Exemption

In accordance with established practices of this Ministry, **confidential files—particularly those maintained in the Confidential Registry (CR)—shall not be destroyed under any circumstances**, irrespective of their age or level of activity.

- (a) These files often contain sensitive material, including **Cabinet decisions, inter-ministerial correspondences, and classified personnel records**, which hold **enduring legal, administrative, and historical value**.
- (b) As such, all confidential files must be **retained permanently** or **formally transferred to the National Archives** for long-term preservation, following appraisal by the **Public Records Appraisal Committee (PRAC)**.

## 6. Files Disposal Procedures

The disposal of physical files must follow a structured, transparent, and legally compliant process to ensure proper accountability, prevent the premature loss of valuable information, and support efficient storage management. The following procedures apply to all categories of **closed** files managed by the Ministry.

### 6.1. Files Inventory and Classification Standards

- (a) A comprehensive inventory of all non-current files must be maintained and updated regularly.
- (b) Files must be classified and categorized by type, format, department/unit of origin, and closure date.
- (c) Files should be clearly labelled and arranged systematically to facilitate retrieval, appraisal, and disposal.
- (d) Files must be stored on metal shelves (not in bales or bundles), at least 15 cm above floor level, for ease of sampling and inspection as requested by the National Archives Department.

*Note: **Appendix C** – File Classification Template: For classifying and categorising records by department, category, and dates.*

### 6.2. Formal Notification to the National Archives

- (a) The Registrar or delegated officer shall notify the Director of the National Archives in writing of the Ministry's intention to dispose of specific non-current records.
- (b) A detailed disposal list, prepared in eight (8) copies, must be submitted using the official format outlined in the Second Schedule of Government Notice No. 28 of 2002.
- (c) The list should include key details such as file number/ reference, title, date opened, date closed, retention period, and proposed disposal action.

*Note: **Appendix G** – Second Schedule Template: Required format for the disposal list submitted to the National Archives.*

### 6.3. PRAC Review and Appraisal of Records

- (a) The National Archives Department shall convene a meeting of the **Public Records Appraisal Committee (PRAC)** to evaluate the records submitted for disposal.
- (b) The Ministry should present **sample files** from each record category for review and appraisal.
- (c) Based on the evaluation, PRAC should decide one of the following actions:
  - (i) temporary retention for a specified period;
  - (ii) transfer to the **National Archives** for permanent preservation; and
  - (iii) authorised **Destruction**, if records are deemed to have no further value.

*Note:*

- **Appendix F** – PRAC Submission Checklist: *To verify all required elements are in place prior to appraisal.*
- **Appendix G** – Second Schedule Template: *Attached as the format for submission to PRAC.*

### 6.4. Public Notification of Intended Disposal

- (a) Where files have been earmarked for disposal, a public notice must be published in the Government Gazette and at least one daily newspaper.
- (b) The public must be granted a 30-day objection period from the date of publication.
- (c) If any objections are received, the disposal of the records must be temporarily suspended and referred back to PRAC for further review.

### 6.5. Destruction and Certification

- (a) If no objections are received within the 30-day period, the Ministry shall proceed with the secure disposal of physical files.
- (b) Disposal of files must take place in the presence of an authorised officer, using secure methods such as shredding, incineration, or pulping—ensuring confidentiality and environmental safety.
- (c) A formal **Certificate of Destruction**, in accordance with the Third Schedule of Government Notice No. 28 of 2002, must be completed and submitted to the Director of the National Archives for final confirmation.
- (d) To ensure transparency, accessibility, and compliance with statutory disposal protocols, the following best practices shall be observed:
  - (i) **No Use of Bales:** Files marked for disposal shall not be bundled or sealed in bales, plastic wrap, string, or sacks. Instead, they must be stored on open, labelled metallic shelving until appraisal is completed to facilitate easy sampling and inspection.

- (ii) **Sample Accessibility:** At least one sample file from each record category must remain readily accessible for audit checks or review by the Public Records Appraisal Committee (PRAC) during the appraisal process.
- (iii) **Disposal Inventory Register:** A Disposal Register shall be maintained on-site at the Archives Unit, documenting the status, location, destruction methods, appraisal outcomes, dates, and certification references of all files submitted for disposal. This register must be updated after each destruction cycle and remain available for audit and verification at all times.
- (iv) **Annual Disposal Cycles:** Disposal should ideally be carried out on an annual basis to prevent backlog and promote storage efficiency.

*Note:*

- **Appendix B** – Disposal Inventory Register Template:  
→ *Must be updated after each destruction cycle for traceability and audit.*
- **Appendix I** – Certificate of Destruction Template:  
→ *To be signed by the certifying officer and submitted to the National Archives.*

## 7. Communication, Awareness, and Policy Dissemination

### 7.1 Policy Dissemination

This Files Retention Policy shall be formally issued to all officers involved in the creation, management, and disposal of physical files. Soft and hard copies will be provided, and the policy will be published on the Ministry's website to ensure continued accessibility.

### 7.2 Policy Updates and Version Control

Any revision to this policy shall be formally communicated to all concerned officers through official internal channels, including circulars and registry updates. A version control table indicating the date, nature of amendment, and authorising officer shall be included in the policy document to ensure transparency and traceability.

*Note:*

**Appendix J** – Version Control Log: *Used to track amendments, dates of revision, and approval authorities.*

## 8. Storage Infrastructure and Environmental Controls

To ensure the preservation, integrity, and accessibility of physical files throughout their lifecycle, the Ministry shall implement the following storage infrastructure standards and environmental controls in accordance with recommendations from the National Archives Department (NAD):

### 8.1 Physical Storage Environment Requirements

To ensure the long-term integrity, accessibility, and compliance of non-current and archival files, the Ministry shall adhere to the following storage and preservation standards, as recommended by the National Archives Department (NAD):

- (a) All non-current files must be stored in designated storage areas, strictly separate from staff amenities (e.g., kitchenettes), to prevent exposure to moisture, heat, and food-related contaminants.
- (b) Storage rooms must be dry, well-ventilated, and kept free from pests, direct sunlight, and dust.
- (c) The storage environment must maintain a stable temperature between **18°C and 24°C** and relative humidity between **45% and 65%**.
- (d) Where required, air conditioning and dehumidifiers must operate on a 24-hour basis to maintain climate control and prevent deterioration of paper records.
- (e) All windows in storage areas must be fitted with **UV-filtering films or blinds** to block ultraviolet rays, which can cause ink fading and paper degradation.
- (f) For long-term or archival preservation, files shall be housed in **non-acidic folders, envelopes, or archival-grade boxes** to avoid chemical damage and extend their lifespan.
- (g) A regular cleaning and pest control schedule shall be implemented to mitigate environmental threats, including dust, insects, and rodents.
- (h) The storage area must be secure, with controlled access granted only to designated officers, ensuring confidentiality and protection from unauthorised handling.

### 8.2 File Shelving and Physical Storage Standards

- (a) Files must be stored on sturdy, metallic shelving units that:
  - i) Are non-combustible and coated with non-acidic finishes;
  - ii) Allow air circulation between files; and
  - iii) Provide sufficient aisle space for movement and access.
- (b) Bottom shelves must be positioned at least 15 cm above the floor to protect files from water damage.

- (c) Storing files in bales, plastic wraps, or bundles is strictly prohibited, even for disposal purposes.
- (d) Each file should be clearly labelled and organised by classification category and department/unit for ease of retrieval and inspection.

### 8.3 Environmental Monitoring and Policy Compliance

- (a) The Records Administrator shall:
  - (i) Conduct **periodic inspections** of storage conditions;
  - (ii) Report any storage deficiencies to Senior Management for prompt corrective action.

These environmental measures are critical to preserving files of enduring legal, administrative, or historical value and are part of the Ministry's compliance with the National Archives Act and international archival standards.

*Note:*

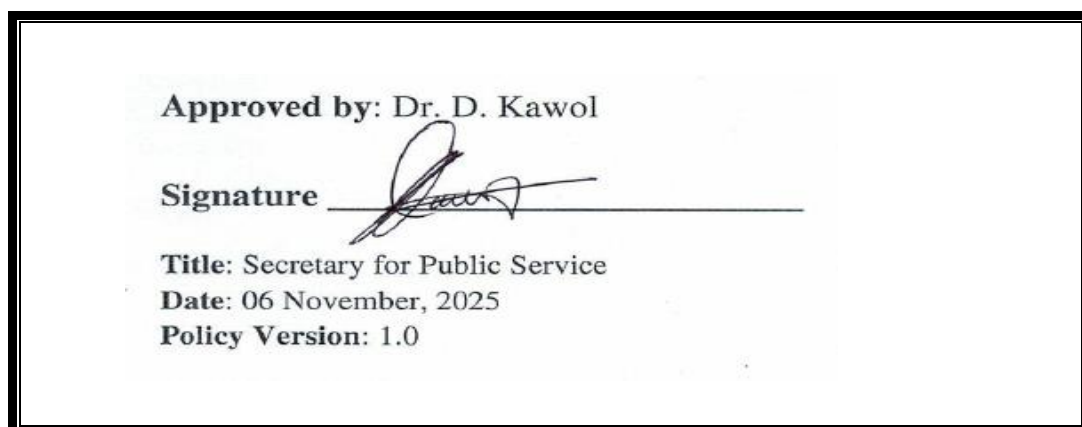
**Appendix E** – Storage Area Compliance Checklist: *To be used during inspections of physical storage conditions to ensure compliance with NAD standards.*

## 9. Policy Review, Amendment and Version Control

This policy shall be reviewed periodically to ensure it remains aligned with current legislative requirements, operational priorities, and archival standards. Any revisions shall be formally communicated to all relevant officers and stakeholders through official internal channels.

*Note:*

**Appendix J** – Version Control Log: *To track all changes and ensure transparency and accountability in updates.*



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## Appendices – Files Retention Policy

### Appendix A: FMM Extract – Retention of Accounting Records

Minimum periods (post-audit) for retaining accounting files as per FMM and Archives Regulations 1953.

Class of Record	Minimum Retention Period
Principal Treasury ledgers, Cash books	7 years after completion of audit
Special ledgers (e.g., public debt, loan registers)	7 years
Vote control records	7 years
Payment vouchers, sub-journals	7 years
Cheque counterfoils, bank statements	3 years after audit
Contracts, foreign MO, telegrams	Until audited and certified
Salary and Pension Records	5 years after retirement of officer

### Appendix B: Sample Disposal Inventory Register Template

Field Name	Description / Notes
Serial Number	Unique identifier for each entry (e.g. MPSAR/2025/001)
File Title	Official title or subject of the file
File Reference Number	Ministry file code as per registry classification system
Department/Unit	Originating division or section of the Ministry
Date Opened	Date the file was created or registered
Date Closed/ Last Used	Date of last activity or closure of the file
Retention Period	As specified in the Files Retention Policy
Appraisal Outcome	PRAC decision: Retain, Transfer to Archives, or Authorised for Destruction
Disposal Action	Actual action taken: e.g., <i>Shredded, Archived, Transferred, Not to be disposed</i>
Gazette Notice Date	Date of public notification for disposal (if applicable)
Objection Period End	End of 30-day window following gazette publication
Destruction Date/Disposal Date	Date the file was securely destroyed/destroyed (if applicable)
Witness/Officer Present	Name and designation of officer supervising the destruction process
Certificate Number	Reference number of Certificate of Destruction as per Third Schedule of GN No. 28/2002



**Instructions for Use:**

The register shall be maintained under the responsibility of the Records Administrator for Registries. It must be updated following each disposal cycle and made readily available for inspection by the National Archives Department and audit authorities. For validation purposes, each page of the register shall be signed and dated by the Officer-in-Charge of the Registry.

**Appendix C: File Classification Template**

This template standardizes file categorization across departments for consistency, retrieval, and appraisal.

<b>File Reference Number</b>	<b>File Title</b>	<b>Category (e.g. Policy/HR/Finance)</b>	<b>Date Opened</b>	<b>Date Closed</b>
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**Appendix D: Annual Disposal Planning Template**

To be completed by the Officer-In-Charge of Registry, each time weeding is done.

<b>Department</b>	<b>File Categories</b>	<b>Proposed Disposal Date</b>	<b>Responsible Officer</b>	<b>Remarks</b>
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**Appendix E: Storage Area Compliance Checklist**

Checklist to verify that storage areas meet NAD standards, to be completed by OME, responsible for Office Accommodation.

- ☐ Files stored on metallic shelves, 15 cm above floor
- ☐ No use of bales, plastic wraps, or sacks
- ☐ Temperature: 18°C – 24°C, Humidity: 45% – 65%
- ☐ Pest control treatment files available
- ☐ UV protection (e.g., blinds, window films) in place
- ☐ Area is clean, secure, and well-labelled

## **Appendix F: PRAC Submission Checklist**

To be used by the Officer-In-Charge of Registry, to ensure readiness before submission to PRAC.

- ☐ Disposal list prepared in 8 copies using Second Schedule format
- ☐ Files arranged on shelves for inspection
- ☐ Sample files selected per record type
- ☐ Submission cover letter prepared and signed
- ☐ Gazette and newspaper publication prepared (if applicable)
- ☐ Certificate of Destruction template ready for post-approval
- ☐ Acknowledgment from PRAC Secretariat obtained

## Appendix G: Second Schedule Template (Public Records Submission)

As required by Government Notice No. 28 of 2002 – Regulation 14.

*Government Notices 2002*

### SECOND SCHEDULE (regulation 14)

Public Records Appraisal Committee's Reference No. ....  
(To be filled in by the Director of the National Archives Department of his delegate)

#### PUBLIC RECORDS DESIRED TO BE PRESERVED OR DESTROYED

1 Item No.	2 Official Reference No.	3 Depart- ment(s) concerned	4 Period covered	5 Descrip- tion	6 Physical Form (bundles, flat file, box files, etc.)	7 Bulk (in cubic feet)	8 Proposed Period of Retention. Particulars sufficient to facilitate decision on desirability of preservation or destruction and remarks	9 Recommendation as to destruction or other disposal (To be filled in by the Director or his delegate)

Dated this ..... day of ..... 20 .....

.....  
(Signature of Compiling Officer)

(Designation) .....

## Appendix H: Files Retention Policy Template

Sample extracted from Annex II of NAD Communication.

Record Type	Retention (Hard Copy)	Retention (Soft Copy)	Remarks
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## Appendix I: Certificate of Destruction Template

As required by Government Notice No. 28 of 2002 – Regulation 15(2).

<p style="text-align: center;"><b>Ministry of Public Service and Administrative Reforms</b></p> <p style="text-align: center;"><b>Certificate of Destruction Template</b></p> <p>I, _____, hereby certify that on the date below, I was present at the destruction of the public records/files listed under the Public Records Appraisal Committee's Reference Number _____.</p> <p>These records were destroyed in accordance with the National Archives Act 1999 and Government Notice No. 28 of 2002, and all related stamps and seals were destroyed with the records.</p> <p><b>Date of Destruction:</b> _____</p> <p><b>Signature of Certifying Officer:</b> _____</p> <p><b>Designation:</b> _____</p>
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## Appendix J: Version Control Log

Tracks all amendments to the Files Retention Policy.

Version No.	Date	Summary of Changes	Approved By
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\*\*\*END\*\*\*