

Appendix B: NSS Document Disposal Register Template

Corporate Records Management						
NSS Document Disposal Register						
SBU/Corporate Function:						
Department:						
Type of Record:	File/Record Name:	Format:	Brief Description of Record contents:	Date Record created:	Date Record destroyed:	Method of Destruction:
<i>Brief description of the type of record eg: Human Resources / Financial</i>	<i>Title by which the record is commonly known</i>	<i>Identify what media format the record is in eg: electronic / paper</i>	<i>Brief description of the record showing the purpose of the record and what information it contains</i>	<i>1st Jan 2005</i>	<i>1st Jan 2007</i>	<i>Does the record contain personal or confidential information - how was the record destroyed eg: Confidential - Shredded</i>