

Sample Retention and Disposition Schedule for Files Which are Common to Most Ministries

Please note that this document is only a **GUIDE** to aid persons in the preparation of a retention and disposition schedule. Records Managers must consult with their relevant Section Heads and get approval from Management and the Government Archivist before implementing a schedule. Be aware that operational records vary from department to department and the value of a record must be based on its function in the relevant area.

Note: All retention periods take effect from the date that the file is closed.

Where the record is a list (e.g. a paysheet), disposal takes effect after the last person on the list has been processed and/or paid all benefits.

Item No.	Record Group/Series	Record Title	Period of Retention in Department (Active)	Period of Retention in Offsite Storage or Record Centre (Inactive)	Destruction	Transfer to Archives Repository	Authority	Remarks
1	Financial	Pay Record Cards	30 years	30 years	Disposal after all benefits have been paid	No	Exchequer Act 69:01	
		Paysheets	30 years	30 years	Disposal after all benefits have been paid	No	Exchequer Act 69:01	
		Severance	30 years	30 years	Disposal after all benefits have been paid	No	Exchequer Act 69:01	
		Schedule of Accounts	10 years	No Transfer	Disposal after Retention Period	No	Exchequer Act 69:01	
		Vouchers	7 years	No Transfer	Disposal after Retention Period	No	Exchequer Act 69:01	
		Minor Equipment Files	5 years	No Transfer	Disposal after Retention Period	No	Exchequer Act 69:01	Or for the duration of life of equipment
		Authorisation to Sign Cheques	10 years	No Transfer	Disposal after Retention Period	No	Exchequer Act 69:01	
		Virements	2 years	No Transfer	Disposal after Retention Period	No	Exchequer Act 69:01	
		Drafts Estimates	1 year	No Transfer	Disposal after Retention Period	No	Exchequer Act 69:01	
		Expenditure/Income Statements	1 year	No Transfer	Disposal after Retention Period	No	Exchequer Act 69:01	
		Reconciliation Statements	10 years	No Transfer	Disposal after Retention Period	No	Exchequer Act 69:01	
		Payslips	1 year	No Transfer	Disposal after Retention Period	No	Exchequer Act 69:01	
		Invoice Order Books	7 years	No Transfer	Disposal after Retention period	No	Exchequer Act 69:01	
		Releases	5 years	No Transfer	Disposal after Retention period	No	Exchequer Act 69:01	
		Travelling Diaries	1 years	No Transfer	Disposal after Retention period	No	Exchequer Act 69:01	
		Warrants	5 years	No Transfer	Disposal after Retention period	No	Exchequer Act 69:01	

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Name of Head of Division:

Name of Government Archivist:

Signature and Date:

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		Cheque Lists	3 years	No Transfer	Disposal after Retention Period	No	Exchequer Act 69:01	
		Vote Books	20 years	No Transfer	Disposal after Retention Period	No	Exchequer Act 69:01	
		Cash Books	20 years	No Transfer	Disposal after Retention Period	No	Exchequer Act 69:01	
		Ledgers	10 years after closure	No Transfer	Disposal after Retention Period	No	Exchequer Act 69:01	
		I.D.A. Vouchers (not salary related)	7 years	No Transfer	Disposal after Retention Period	No	Exchequer Act 69:01	
		I.D.A. Vouchers (salary related)	To be processed and then placed with the relevant pay record cards	No Transfer	Disposal after all benefits have been paid	No	Exchequer Act 69:01	
2	General Administration	Contract documents	5 years	5 years	Disposal after Retention Period	No		
		Acquisitions	20 years	5 years	Disposal after Retention Period	No		Or the expected life of the asset
		Accomodations	5 years	5 years	Disposal after Retention Period	No		
		Complaints	5 years	5 years	Disposal after Retention Period	No		Or until issue is resolved
		Tender documents (Registers/Files)	15 years	5 years	Disposal after Retention Period	No		
		Minutes of Meeting	20 years	No Transfer	No Destruction	Yes		Transfer directly to National Archives
		Policy	10 years	50 years	No Destruction	Yes		Transfer directly to National Archives
		General Circulars	7 years	No Transfer	Disposal after Retention Period	No		
		Correspondence Registers (incoming and outgoing)	1 year	No Transfer	Disposal after Retention Period	No		
		Communication/Public Relations info on invitations, complaints,newsletter, doantions, visits	1 year	No Transfer	Disposal after Retention Period	No		
		Publications: documents produced by the organization e.g. journals, newsletters	10 years	50 years	No Destruction	Yes		Transfer directly to National Archives
		FOIA Requests: records of all FOIA arrangements, requests	10 years	50 years	No Destruction	Yes		Transfer directly to National Archives

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3	Office Management	Requisition books	2 years	No transfer	Disposal after Retention Period	No		
		Log books	5 years (After Audit)	No transfer	Disposal after Retention Period	No		
		Gas & Oil books	5 years (After Audit)	No transfer	Disposal after Retention Period	No		
		Contract books	1 year	No transfer	Disposal after Retention Period	No		
		Third copy	1 year	No transfer	Disposal after Retention Period	No		
		Approval to purchase	10 years	No transfer	Disposal after Retention Period	No		
		Quotations	1 year	No transfer	Disposal after Retention Period	No		
		Inventory files	15 years	10 years	Disposal after Retention Period	No		
4	Human Resources Management	Personal files	30 years	30 years	Disposal after Retention Period	No		Or until officer has been paid all benefits
		Job Descriptions	10 years	10 years	Disposal after Retention Period	No		
		Policy files	10 years	50 years	No Destruction	Yes		Transfer directly to National Archives
		General including vacancies/Circular files	2 years	5 years	Disposal after Retention Period	Non Yes		
		Return of Personnel	2 years	No transfer	Disposal after Retention Period	Non Yes		
		Establishment books	30 years	30 years	No Destruction	Yes		Transfer directly to National Archives
		Attendance Registers	30 years	30 years	Disposal after Retention Period	Non Yes		
		Unpunctuality Reports	7 years	No transfer	Disposal after Retention Period	Non Yes		
		Minutes of Meetings	10 years	50 years	No Destruction	Yes		Transfer directly to National Archives
		Application for Employment	2 years	No transfer	Disposal after Retention Period	Non Yes		
		Third copy file	1 year	No transfer	Disposal after Retention Period	Non Yes		

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		Desk Manual	10 years	50 years	No Destruction	Yes		Transfer directly to National Archives
5	Audit	Bank Reconciliation	10 years	No transfer	Disposal after retention period	No		
		Financial Statements	10 years	No transfer	Disposal after retention period	No		
		Reports and Queries	5 years	10 years	Disposal after retention period	No		
		Investigations	10 years	10 years	Disposal after retention period	No		Or until matter is closed
6	Project unit	Draft Estimates of DP projects	2 years	No transfer	Disposal after retention period	No		
		Development Programme projects	5 years	No transfer	Disposal after retention period	No		
		Reports re DP Programme	5 years	No transfer	Disposal after retention period	No		
		Cabinet Notes/Minutes	7 years	3 years	Disposal after Retention Period	No		
		Investigative Reports	5 years	No transfer	Disposal after Retention Period	No		Or until matter is closed
7	Training	Booklets and Pamphlets	2 years	No transfer	Disposal after Retention Period	No		
		Application for courses	3 years	No transfer	Disposal after Retention Period	No		
		Report on courses attended	2 years	No transfer	Disposal after Retention Period	No		
		Training plan	10 years	No transfer	Disposal after Retention Period	No		

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