

# Registered File Disposal Form

MOD Form 262F  
(Revised 10/97)

FILE TITLE: (Main Heading - Secondary Heading - Tertiary Heading etc)	Reference: (Prefix and Number):
UFOs - Reports	D/Sec(AS) 12/2
	Part: B

PROTECTIVE MARKING (including caveats & descriptors): u/c

Date of last enclosure: 5.9.86	Date closed: 5.9.86
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<b>PART 1. DISPOSAL SCHEDULE RECOMMENDATION</b> (To be completed when the file is closed)	FOR CS(RM) USE ONLY		
	Destroy after _____ years <input type="checkbox"/>	MOD DR 1	
	Forward to CS(RM) after _____ years <input type="checkbox"/>	Date of 1st review: 21 DEC 1999	Date of 2nd review: _____
	No recommendation <input type="checkbox"/>	Reviewer's Signature: _____	Forward Destruction Date: _____

<b>PART 2. BRANCH REVIEW</b> (To be completed not later than 4 years after the date of last enclosure) (Delete as appropriate)	
a. Of no further administrative value and not worthy of preservation, <b>DESTROY IMMEDIATELY</b> (Remember that TOP SECRET and Codeword material cannot be destroyed locally and must be forwarded to CS(RM)). <input checked="" type="checkbox"/>	
b. (i) To be retained for _____ years (from date of last enclosure) for the following reason(s):	
LEGAL <input checked="" type="checkbox"/> CONTRACTUAL <input type="checkbox"/> FINANCE/AUDIT <input type="checkbox"/> DIRECTORATE POLICY <input type="checkbox"/>	DEFENCE POLICY + OPERATIONS <input type="checkbox"/> ORIGINAL COMMITTEE PAPERS <input type="checkbox"/> MAJOR EQUIPMENT PROJECT <input type="checkbox"/> OTHER (Specify) <input type="checkbox"/>

PPQ = 100

(Continued overleaf)