

Registered File Disposal Form

FILE TITLE: (Main Heading - Secondary Heading - Tertiary Heading etc)

UFOs - correspondence

Reference:
(Prefix and Number):

D/sec(AS) 12/3

Part:

A

PROTECTIVE MARKING (including caveats & descriptors):

confidential

Date of last enclosure:

16.5.86

Date closed:

16.5.86

PART 1. DISPOSAL SCHEDULE RECOMMENDATION
(To be completed when the file is closed)Destroy after _____ years ☒Forward to CS(RM) after _____ years ☐No recommendation ☐

FOR CS(RM) USE ONLY

Date of 1st review

Date of 2nd review

Forward Destruction Date

Reviewer's
Signature:Reviewer's
Signature:

PART 2. BRANCH REVIEW

(To be completed not later than 4 years after the date of the last enclosure)
(Delete as appropriate)a. Of no further administrative value and not worthy of permanent preservation, DESTROY IMMEDIATELY (Remember that TOP SECRET and Codeword material cannot be destroyed locally and must be forwarded to CS(RM)). ☒

b. (i) To be retained for _____ years (from date of last enclosure) for the following reason(s):

LEGAL ☒DEFENCE POLICY + OPERATIONS ☐CONTRACTUAL ☐ORIGINAL COMMITTEE PAPERS ☐FINANCE/AUDIT ☐MAJOR EQUIPMENT PROJECT ☐DIRECTORATE POLICY ☐OTHER (Specify) ☐

PPQ = 100

(Continued overleaf)