

Registered File Disposal Form

MOD Form 262F
(Revised 10/97)

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

UFGs - Reports

Reference:
(Prefix and Number):

DISec(AS)12/2

Part:

A

PROTECTIVE MARKING (including caveats & descriptors):

UIC

Date of last enclosure:

3.4.86

Date closed:

3.4.86

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

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, CS(RM) and Codeword material cannot be destroyed locally and must be forwarded to CS(RM). (Remember that TOP SECRET ☐)

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

LEGAL ☒

CONTRACTUAL ☐

FINANCE/AUDIT ☐

DIRECTORATE POLICY ☐

DEFENCE POLICY ☐

ORIGINAL COMMITTEE PAPERS ☐

MAJOR EQUIPMENT ☐

OTHER (Specify) ☐

PPQ = 100

(Continued overleaf)