

## **File Disposal**

|              |                |   |
|--------------|----------------|---|
| <b>R Dis</b> | <b>Retain</b>  | <b>The files those are to be retained permanently</b>     |
| <b>D Dis</b> | <b>Destroy</b> | <b>The files those are to be destroyed after 10 years</b> |
| <b>K Dis</b> | <b>Keep</b>    | <b>The files those are to be destroyed after 3 years</b>  |
| <b>L Dis</b> | <b>Lodge</b>   | <b>The files those are to be destroyed after 1 year</b>   |
| <b>N Dis</b> |                | <b>The files those are to be sent out in original</b>     |