

Schedule

GDA REFERENCE AND CLASS NUMBER:	RECORD CLASS DESCRIPTION:	EXAMPLES OF RECORDS: [Note: The examples are only representative of records types, and are not an exhaustive list]	CURRENT AGENCY RETENTION PERIOD:	PROPOSED AGENCY RETENTION PERIOD:	DISPOAL ACTION:
GDA2/9.2	Audit Administration Records relating to routine & low-level audits & audit administration	<ul style="list-style-type: none"> • Audit trail reports • Audit working papers • Routine internal control reviews • Internal control registers • Routine office inspections • Administration of audit travel • Audit programme • Routine correspondence 	7 years after date of last action	1 year after the end of the financial year to which they relate	Destroy
GDA2/13.0	Stores, Supplies, Fixtures, Fittings & Plant/Equipment Records documenting the procurement, installation, maintenance, storage, issue & disposal of stores, supplies and equipment. Also, records relating to procurement, issue, maintenance & repairs of fixtures & fittings, e.g. office furniture, furnishings, floor coverings, etc.	<ul style="list-style-type: none"> • Freight consignments & delivery dockets • Equipment maintenance • Equipment/plant history records • Stock records & inventories • Tender documentations • Sales brochures & information • Order/purchase documentation • Fixture & fittings registers/lists • Service contracts & requisition order • Financial authority forms 	7 years after date of last action	Retain freight consignments & delivery dockets until matched with goods received and invoice All other records, retain for 7 years after date of last action	Destroy