



DOCUMENT CLASSIFICATION AND MANAGEMENT REGISTER FORMAT

<b>Author:</b> Your name	
<b>Title:</b> Name of your project	
<b>Duration:</b> Dates of project	
<p><b>1. File Structure</b>          Describe the organization of computer folders for your project.          List the primary folders, and then summarize the organization of their sub-folders.          How will the computer folders for your project be distinguished from other projects and work that you might be involved with?</p> <p><b>Good Practice</b>          Use a system that is logical to you, but simple and self-explanatory to others.          Avoid using the same name for sub-folders as this may lead to the over-writing of their contents.</p>	
<b>2. File Names housed in folder</b>	
<b>Primary Folder name</b>	<b>Location</b>
<b>Sub Folder name</b>	<b>Contents</b>
<b>Sub Folder name</b>	<b>Contents</b>
<b>Sub Folder name</b>	<b>Contents</b>
<b>Signed:</b> <b>Version:</b>	
<b>Date Created:</b>	<b>Date amended:</b>

REF. NO	CATEGORY	NAME OF FILE	SPI	PI	CLASS	STATE AND DATES	FORMAT LOCATION SERVER / SYSTEM	DETAILS OF PERSONS WHO HAVE ACCESS	ARCHIVE PERIOD	SPECIFIC INSTRUCTION	DESTROYED
Insert Department Name	Employees Folder Current Employees	Joe Soap 2020	Yes	Yes	Highly Confidential	Current Date 01/02/2019	Hard file Detail location		7 years	i.e. <b>Legal Hold</b> <b>Off Site Storage</b>	<b>Date to be destroyed</b>  <b>Manner</b>  <b>Permission</b>
							Electronic Detail location		Indefinite		
							Copies Detail where located		Location		
					Confidential	<b>Legal hold</b>		n/a			
	Not Confidential	<b>Archived</b>		n/a							
		<b>Destroyed</b>			<b>PERSON IN CHARGE</b>		<b>SIGNATURE</b>				

**REMARK:**

The records maintained by this department were reviewed on .....

All records dated beyond their retention periods have to be destroyed. New record series now being filed have to be added to this schedule and those no longer being filed must have been deleted.

**Company:**

**Department:**

**Valid for:**

**Responsible person:**

**Signed off by Information Office**