

Item #	Function	Record Series	Series Description & Inclusive Date	Extent of Records (cu.ft.)	Total Retention Period	Retention Period			Records Status			Format/Media		Disposal Action/ Destruction Method	Review Date	Justification for Retention Period	Records Custodian
						Active	Inhouse Inactive	Records Centre (offsite)	Temporary	Vital	Permanent	Electronic	Paper				
	100 - Governance	101/1	Policies and Procedures		Superceded, plus 2 years, then review	Until Superceded	2 years after superceded	9 years						Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulation, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information (ATI) Act, 2002	Executive Management , guided by the CEO's Office; Board of Directors
		101/2	Operational Standards and Guidelines		2 years after Superceded	Until Superceded	2 year after superceded	3 years after superceded						Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulation, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information (ATI) Act, 2002	Executive Management , guided by the CEO's Office; Board of Directors
		101/3	Statutory Requirements		2 years after Superceded	Until Superceded	1 year after superceded	2 years after superceded						Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulation, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information (ATI) Act, 2002	Executive Management , guided by the CEO's Office; Board of Directors
		102/1/1/1	Board Member Management: Appointments		2 years after Superceded	Until Superceded	5 year after superceded	10 years after superceded						Shredding/Grinding	6 months before the end of retention period.	The Companies Act, 2005 (Amended, 2014); Corporate Governance Framework for Public Bodies in Jamaica, 2011; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Information Communication and Technology (ICT) Authority Act, 2019	Executive Management , guided by the CEO's Office; Board of Directors
		102/1/1/2	Board Member Management: Resignations		Superceded, plus 10 years, then review	Until Superceded	5 year after superceded	10 years after superceded						Shredding/Grinding	6 months before the end of retention period.	The Companies Act, 2005 (Amended, 2014); Corporate Governance Framework for Public Bodies in Jamaica, 2011; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Information Communication and Technology (ICT) Authority Act, 2019	Executive Management , guided by the CEO's Office; Board of Directors
		102/1/1/3	Board Member Management: Corporate Registers		Superceded, plus 10 years, then review	Until Superceded	5 year after superceded	10 years after superceded						Shredding/Grinding	6 months before the end of retention period.	The Companies Act, 2005 (Amended, 2014); Corporate Governance Framework for Public Bodies in Jamaica, 2011; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Information Communication and Technology (ICT) Authority Act, 2019	Executive Management , guided by the CEO's Office; Board of Directors
		102/1/2/1	Board Meetings: Attendance Registers		15 years, then review	5 years	5 years	5 years						Shredding/Grinding	6 months before the end of retention period.	The Companies Act, 2005 (Amended, 2014); Corporate Governance Framework for Public Bodies in Jamaica, 2011; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Information Communication and Technology (ICT) Authority Act, 2019	Executive Management , guided by the CEO's Office; Board of Directors
		102/1/2/2	Board Meetings: Board Binders		15 years, then review	5 years	5 years	5 years						Shredding/Grinding	6 months before the end of retention period.	The Companies Act, 2005 (Amended, 2014); Corporate Governance Framework for Public Bodies in Jamaica, 2011; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Information Communication and Technology (ICT) Authority Act, 2019	Executive Management , guided by the CEO's Office; Board of Directors
		102/1/2/3	Board Meetings: Board Submissions		Permanent									Shredding/Grinding	Permanent	The Companies Act, 2005 (Amended, 2014); Corporate Governance Framework for Public Bodies in Jamaica, 2011; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Information Communication and Technology (ICT) Authority Act, 2019	Executive Management , guided by the CEO's Office; Board of Directors
		102/1/2/4	Board Meetings: Approved Minutes		Permanent									Shredding/Grinding	Permanent	The Companies Act, 2005 (Amended, 2014); Corporate Governance Framework for Public Bodies in Jamaica, 2011; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Information Communication and Technology (ICT) Authority Act, 2019	Executive Management , guided by the CEO's Office; Board of Directors
		102/1/3/1	Board Member Payments: Director's Fees		Superceded, plus 10 years, then review	Until Superceded	5 year after superceded	10 years after superceded						Shredding/Grinding	6 months before the end of retention period.	The Companies Act, 2005 (Amended, 2014); Corporate Governance Framework for Public Bodies in Jamaica, 2011; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Information Communication and Technology (ICT) Authority Act, 2019	Executive Management , guided by the CEO's Office; Board of Directors
		102/1/3/2	Board Member Payments: Annual Statements		10 years, then review	5 years	2 years	3 years						Shredding/Grinding	6 months before the end of retention period.	Corporate Governance Framework for Public Bodies in Jamaica, 2011; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011)	Executive Management , guided by the CEO's Office; Board of Directors
		102/2/1/1	Board Committees Administration - Audit Committee: Terms of Reference		15 years, then review	5 years	5 years	5 years						Shredding/Grinding	6 months before the end of retention period.	The Companies Act, 2005 (Amended, 2014); Corporate Governance Framework for Public Bodies in Jamaica, 2011; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Information Communication and Technology (ICT) Authority Act, 2019	Executive Management , guided by the CEO's Office; Board of Directors
		102/2/1/2	Board Committees Administration - Audit Committee: Agenda and Minutes of Meetings		Permanent									Shredding/Grinding	Permanent	The Companies Act, 2005 (Amended, 2014); Corporate Governance Framework for Public Bodies in Jamaica, 2011; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Information Communication and Technology (ICT) Authority Act, 2019	Executive Management , guided by the CEO's Office; Board of Directors
		102/2/1/3	Board Committees Administration - Audit Committee: Audit Reports		10 years, then review	5 years	2 years	3 years						Shredding/Grinding	6 months before the end of retention period.	The Institute of Internal Auditors Intl. Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011)	Executive Management , guided by the CEO's Office; Board of Directors

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		10/3	Sensitisation of Strategic Oversight Function		5 years, then review	2 years	1 year	2 years							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulation, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information (ATI) Act, 2002	Executive Management, guided by the CEO's Office; Board of Directors
		1041/1/1	Internal Audits - Audit Planning: Audit Sensitisation		10 years, then review	5 years	3 years	2 years							Shredding/Grinding	6 months before the end of retention period.	The Institute of Internal Auditors Intl. Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011)	Internal Audit Unit
		1041/1/2	Internal Audits - Audit Planning: Risk Assessments		10 years, then review	5 years	3 years	2 years							Shredding/Grinding	6 months before the end of retention period.	The Institute of Internal Auditors Intl. Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011)	Internal Audit Unit
		1041/1/3	Internal Audits - Audit Planning: Audit Research and Assessment		10 years, then review	5 years	3 years	2 years							Shredding/Grinding	6 months before the end of retention period.	The Institute of Internal Auditors Intl. Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011)	Internal Audit Unit
		1041/1/4	Internal Audits - Audit Planning: Draft Audit Plan		10 years, then review	5 years	3 years	2 years							Shredding/Grinding	6 months before the end of retention period.	The Institute of Internal Auditors Intl. Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011)	Internal Audit Unit
		1041/1/5	Internal Audits - Audit Planning: Final Audit Plan		10 years, then review	5 years	3 years	2 years							Shredding/Grinding	6 months before the end of retention period.	The Institute of Internal Auditors Intl. Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011)	Internal Audit Unit
		1041/2/1	Internal Audits - Audit Execution: Announcement Letter		10 years, then review	5 years	3 years	2 years							Shredding/Grinding	6 months before the end of retention period.	The Institute of Internal Auditors Intl. Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011)	Internal Audit Unit
		1041/2/2	Internal Audits - Audit Execution: Stakeholder Engagement		10 years, then review	5 years	3 years	2 years							Shredding/Grinding	6 months before the end of retention period.	The Institute of Internal Auditors Intl. Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011)	Internal Audit Unit
		1041/2/3	Internal Audits - Audit Execution: Audit Programme		10 years, then review	5 years	3 years	2 years							Shredding/Grinding	6 months before the end of retention period.	The Institute of Internal Auditors Intl. Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011)	Internal Audit Unit
		1041/2/4	Internal Audits - Audit Execution: Audit Test Execution		10 years, then review	5 years	3 years	2 years							Shredding/Grinding	6 months before the end of retention period.	The Institute of Internal Auditors Intl. Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011)	Internal Audit Unit
		1041/2/5	Internal Audits - Audit Execution: Draft Audit Report		10 years, then review	5 years	3 years	2 years							Shredding/Grinding	6 months before the end of retention period.	The Institute of Internal Auditors Intl. Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011)	Internal Audit Unit
		1041/2/6	Internal Audits - Audit Execution: Exit Meeting		10 years, then review	5 years	3 years	2 years							Shredding/Grinding	6 months before the end of retention period.	The Institute of Internal Auditors Intl. Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011)	Internal Audit Unit
		1041/2/7	Internal Audits - Audit Execution: Final Audit Reports		10 years, then review	5 years	3 years	2 years							Shredding/Grinding	6 months before the end of retention period.	The Institute of Internal Auditors Intl. Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011)	Internal Audit Unit
		1041/2/8	Internal Audits - Audit Execution: Statistics Implementation Report		10 years, then review	5 years	3 years	2 years							Shredding/Grinding	6 months before the end of retention period.	The Institute of Internal Auditors Intl. Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011)	Internal Audit Unit
		1041/2/9	Internal Audits - Audit Execution: Implementation Status Reports		10 years, then review	5 years	3 years	2 years							Shredding/Grinding	6 months before the end of retention period.	The Institute of Internal Auditors Intl. Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011)	Internal Audit Unit
		1041/2/10	Internal Audits - Audit Execution: Adhoc Assignments		10 years, then review	5 years	3 years	2 years							Shredding/Grinding	6 months before the end of retention period.	The Institute of Internal Auditors Intl. Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011)	Internal Audit Unit
	200 - Corporate and Strategic Management	2011/1	Strategic Analysis: Research		3 years, then review	2 years	1 year	None							Shredding/Grinding	6 months before the end of retention period.	Records and Information Management (RIM) Policy & Procedures; Access to Information Act, 2002	
		2011/2	Strategic Analysis: Interviews		3 years, then review	2 years	1 year	None							Shredding/Grinding	6 months before the end of retention period.	Records and Information Management (RIM) Policy & Procedures; Access to Information Act, 2002	
		2011/3	Strategic Analysis: Reports		7 years, then review	3 years	2 years	2 years							Shredding/Grinding	6 months before the end of retention period.	Records and Information Management (RIM) Policy & Procedures; Access to Information Act, 2002	
		2012/1	Strategy Formulation: Departmental Strategy Development		3 years, then review	2 years	1 year	None							Shredding/Grinding	6 months before the end of retention period.	Records and Information Management (RIM) Policy & Procedures; Access to Information Act, 2002	
		2012/2	Strategy Formulation: Divisional Strategy Development		3 years, then review	2 years	1 year	None							Shredding/Grinding	6 months before the end of retention period.	Records and Information Management (RIM) Policy & Procedures; Access to Information Act, 2002	
		2013/1	Strategic Planning: Strategic Business Plans		7 years, then review	3 years	2 years	2 years							Shredding/Grinding	6 months before the end of retention period.	Records and Information Management (RIM) Policy & Procedures; Access to Information Act, 2002	
		2013/2	Strategic Planning: Product Development Plans															
		2013/3/1	Strategic Planning: Business Continuity Planning - Disaster Committee - Terms of Reference		Supercoded, plus 2 years, then review	Until Supercoded	2 years after supercoded	0 years								6 months before the end of retention period.	Corporate Governance Framework for Public Bodies in Jamaica, 2011; Government of Jamaica, Enterprise Risk Management Guidelines, 2021; ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection — Information security management systems — Requirements	

		2013/3/1/2	Strategic Planning-Business Continuity Planning -Disaster Committee - Minutes of Meetings		Permanent											Permanent	Corporate Governance Framework for Public Bodies in Jamaica, 2011; Government of Jamaica, Enterprise Risk Management Guidelines, 2021; ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection — Information security management systems — Requirements		
		2013/3/1/3	Strategic Planning-Business Continuity Planning -Disaster Committee - Action Items		2 years, then review	2 years	0 years	0 years								Shredding/Grinding	6 months before the end of retention period.	Corporate Governance Framework for Public Bodies in Jamaica, 2011; Government of Jamaica, Enterprise Risk Management Guidelines, 2021; ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection — Information security management systems — Requirements	
		2013/3/2/1	Strategic Planning-Business Continuity Planning - Management of Disaster Recovery Site - Physical Access Management		Supercoded, plus 3 years, then review	Until Supercoded	3 year after supercoded	None								Shredding/Grinding	6 months before the end of retention period.		
		2013/3/2/2	Strategic Planning-Business Continuity Planning - Management of Disaster Recovery Site - Equipment (Asset) Management		Supercoded, plus 3 years, then review	Until Supercoded	3 year after supercoded	None								Shredding/Grinding	6 months before the end of retention period.		
		2013/3/3	Strategic Planning-Business Continuity Planning -Disaster Recovery Plan		Supercoded, plus 2 years, then review	Until Supercoded	2 year after supercoded	None								Shredding/Grinding	6 months before the end of retention period.	Corporate Governance Framework for Public Bodies in Jamaica, 2011; Government of Jamaica, Enterprise Risk Management Guidelines, 2021; ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection — Information security management systems — Requirements	
		2013/3/4	Strategic Planning-Business Continuity Planning - Business Continuity Plan		Supercoded, plus 2 years, then review	Until Supercoded	2 year after supercoded	2 years after supercoded								Shredding/Grinding	6 months before the end of retention period.	Corporate Governance Framework for Public Bodies in Jamaica, 2011; Government of Jamaica, Enterprise Risk Management Guidelines, 2021; ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection — Information security management systems — Requirements	
		2013/3/5	Strategic Planning-Business Continuity Planning - System Recovery Procedures		Supercoded, plus 2 years, then review	Until Supercoded	2 year after supercoded	2 years after supercoded								Shredding/Grinding	6 months before the end of retention period.	Corporate Governance Framework for Public Bodies in Jamaica, 2011; Government of Jamaica, Enterprise Risk Management Guidelines, 2021; ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection — Information security management systems — Requirements	
		2013/3/6	Strategic Planning-Business Continuity Planning - Business Impact Assessments		Supercoded, plus 2 years, then review	Until Supercoded	2 year after supercoded	2 years after supercoded								Shredding/Grinding	6 months before the end of retention period.	Corporate Governance Framework for Public Bodies in Jamaica, 2011; Government of Jamaica, Enterprise Risk Management Guidelines, 2021; ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection — Information security management systems — Requirements	
		2013/3/6	Strategic Planning-Business Continuity Planning - Simulation Test Reports		3 years	2 years	1 year	0 years								Shredding/Grinding	6 months before the end of retention period.	Corporate Governance Framework for Public Bodies in Jamaica, 2011; Government of Jamaica, Enterprise Risk Management Guidelines, 2021; ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection — Information security management systems — Requirements	
		2022/1	Operational Plans		5 years, then review	3 year	2 years	0 years								Shredding/Grinding	6 months before the end of retention period.	Corporate Governance Framework for Public Bodies in Jamaica, 2011; Records and Information Management (RIM) Policy & Procedures	
		2023/1	Divisional Plans		3 years, then review	1 year	2 years	0 years								Shredding/Grinding	6 months before the end of retention period.	Corporate Governance Framework for Public Bodies in Jamaica, 2011; Records and Information Management (RIM) Policy & Procedures	
		2023/2	Department Plans		3 years, then review	1 year	2 years	0 years								Shredding/Grinding	6 months before the end of retention period.	Corporate Governance Framework for Public Bodies in Jamaica, 2011; Records and Information Management (RIM) Policy & Procedures	
		2023/3	Unit Plans		3 years, then review	1 year	2 years	0 years								Shredding/Grinding	6 months before the end of retention period.	Corporate Governance Framework for Public Bodies in Jamaica, 2011; Records and Information Management (RIM) Policy & Procedures	
		2024	Sensitisation and Training		3 years, then review	1 year	2 years	0 years								Shredding/Grinding	6 months before the end of retention period.	Corporate Governance Framework for Public Bodies in Jamaica, 2011; Records and Information Management (RIM) Policy & Procedures	
		2031/1	Performance Reporting: Monthly Performance Reports		3 years, then review	1 year	2 years	0 years								Shredding/Grinding	6 months before the end of retention period.	Corporate Governance Framework for Public Bodies in Jamaica, 2011; Records and Information Management (RIM) Policy & Procedures	
		2031/2/1	Performance Reporting: Quarterly Performance Reports - Ministry Quarterly Performance Report		3 years, then review	1 year	2 years	0 years								Shredding/Grinding	6 months before the end of retention period.	Corporate Governance Framework for Public Bodies in Jamaica, 2011; Records and Information Management (RIM) Policy & Procedures	
		2031/3	Annual Performance Reports		5 years, then review	3 years	2 years	0 years								Shredding/Grinding	6 months before the end of retention period.	Corporate Governance Framework for Public Bodies in Jamaica, 2011; Records and Information Management (RIM) Policy & Procedures	
		2032/1	Evaluations: Interim Evaluations		3 years, then review	1 year	2 years	0 years								Shredding/Grinding	6 months before the end of retention period.	Corporate Governance Framework for Public Bodies in Jamaica, 2011; Records and Information Management (RIM) Policy & Procedures	President's Division
		2032/2	Evaluations:Annual Appraisals		3 years, then review	1 year	2 years	0 years								Shredding/Grinding	6 months before the end of retention period.	Corporate Governance Framework for Public Bodies in Jamaica, 2011; Records and Information Management (RIM) Policy & Procedures	
		2033/1/1	Monitoring and Evaluation Reporting: Divisional Reports - Department Reports		3 years, then review	1 year	2 years	0 years								Shredding/Grinding	6 months before the end of retention period.	Corporate Governance Framework for Public Bodies in Jamaica, 2011; Records and Information Management (RIM) Policy & Procedures	

		203/3/1/2	Monitoring and Evaluation Reporting: Divisional Reports - Units Reports		3 years, then review	1 year	2 years	0 years							Shredding/Grinding	6 months before the end of retention period.	Corporate Governance Framework for Public Bodies in Jamaica, 2011; Records and Information Management (RIM) Policy & Procedures	
		203/3/2	Monitoring and Evaluation Reporting: CEO's Board Reports		11 years, then review	4 years	4 years	3 years							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulation, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information (ATI) Act, 2002	Executive Management, guided by the CEO's Office; Board of Directors
		203/3/3	Monitoring and Evaluation Reporting: Corporate Annual Reports		11 years, then review	4 years	4 years	3 years							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulation, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information (ATI) Act, 2002	Executive Management, guided by the CEO's Office; Board of Directors
	300 - Finance & Accounts Management	301/1/1	Policies		10 years, then review	6 years	2 years	2 years							Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Management and Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002	Finance Department
		301/1/2	Procedures Manuals		10 years, then review	6 years	2 years	2 years							Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Management and Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002	Finance Department
		301/2	Registration of Authorised Signatories		10 years, then review	6 years	2 years	2 years							Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Management and Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002	Finance Department
		302/1	Budget Calls		5 years, then review	1 year	4 years	0 years							Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Management and Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002	Finance Department
		302/2/1	Proposed Budgets		5 years, then review	1 year	4 years	0 years							Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Management and Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002	Finance Department
		302/2/2	Approved Budgets		7 years, then review	3 years	2 years	2 years							Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Management and Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002	Finance Department
		302/3/1	Monthly Expense Performance Reports		7 years, then review	3 years	2 years	2 years							Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Management and Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002	Finance Department
		302/3/2	Quarterly Financial Performance Reports		7 years, then review	3 years	2 years	2 years							Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Management and Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002	Finance Department
		302/3/3	Monthly Cash Flow		7 years, then review	3 years	2 years	2 years							Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Management and Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002	Finance Department
		302/3/4	Annual Cash Flow		7 years, then review	3 years	2 years	2 years							Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Management and Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002	Finance Department
		302/4	Feasibility Studies		7 years, then review	3 years	2 years	2 years							Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Management and Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002	Finance Department
		303/1/1/1	Cash Book Entries - Deposits		11 years, then review	6 years	3 years	2 years							Shredding/Grinding	Evaluate at year 10	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Management and Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002	Finance Department
		303/1/1/2	Cash Book Entries - Withdrawals		11 years, then review	6 years	3 years	2 years							Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Management and Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002	Finance Department
		303/1/1/3	Bank Statements		11 years, then review	6 years	3 years	2 years							Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Management and Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002	Finance Department
		303/1/2	Daily Cash Reports		9 years, then review	5 years	2 years	2 years							Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Management and Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002	Finance Department
		303/1/3	Investment Accounts Updates		11 years, then review	6 years	3 years	2 years							Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Management and Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002	Finance Department
		303/2/1	Payment Vouchers		11 years, then review	6 years	3 years	2 years							Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Management and Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002	Finance Department

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		303/4/1/5	Accounts Receivables: Staff Loans and Advances		11 years, then review	6 years	3 years	2 years							Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Management and Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002	Finance Department
		303/4/1/6	Accounts Receivables: Invoice Batch Listing		11 years, then review	6 years	3 years	2 years							Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Management and Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002	Finance Department
		303/4/1/7	Accounts Receivables: Receipt Batch Listing		11 years, then review	6 years	3 years	2 years							Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Management and Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002	Finance Department
		303/4/1/8	Accounts Receivables: Adjustment Batch Listing		11 years, then review	6 years	3 years	2 years							Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Management and Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002	Finance Department
		303/5	General Consumption Tax (GCT) Returns		11 years, then review	6 years	3 years	2 years							Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Management and Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002	Finance Department
		303/5/1	Journal Vouchers		11 years, then review	6 years	3 years	2 years							Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Management and Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002	Finance Department
		303/5/2/1	Fixed Asset Management: Addition		11 years, then review	6 years	3 years	2 years							Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Management and Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002	Finance Department
		303/5/2/2	Fixed Asset Management: Disposal		11 years, then review	6 years	3 years	2 years							Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Management and Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002	Finance Department
		304/1	Financial Report: Monthly Reports		11 years, then review	6 years	3 years	2 years							Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Management and Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002	Finance Department
400 - Human Resource Management and Development		401/1/1/1	Internal Policies		Superseded, plus 2 years, then review	Until Superseded	2 years after superseded	0 years							Shredding/Grinding	6 months before the end of retention period.	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; The Protected Disclosures Act, 2011; Maternity Leave Act, 1979; Holidays With Pay Act, 1973 (Amendment 2009); Employment (Flexible Work Arrangements) (Miscellaneous Provisions) Act, 2014; The Employment (Termination and Redundancy Payments) Act, 1974 (Amended 2008) Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1989	Human Resource Management Department
		401/1/1/2	External Policies		Superseded, plus 2 years, then review	Until Superseded	2 years after superseded	0 years							Shredding/Grinding	6 months before the end of retention period.	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; The Protected Disclosures Act, 2011; Maternity Leave Act, 1979; Holidays With Pay Act, 1973 (Amendment 2009); Employment (Flexible Work Arrangements) (Miscellaneous Provisions) Act, 2014; The Employment (Termination and Redundancy Payments) Act, 1974 (Amended 2008) Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1989	Human Resource Management Department
		401/1/2/1	Internal Procedures		Superseded, plus 2 years, then review	Until Superseded	2 years after superseded	0 years							Shredding/Grinding	6 months before the end of retention period.	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; The Protected Disclosures Act, 2011; Maternity Leave Act, 1979; Holidays With Pay Act, 1973 (Amendment 2009); Employment (Flexible Work Arrangements) (Miscellaneous Provisions) Act, 2014; The Employment (Termination and Redundancy Payments) Act, 1974 (Amended 2008) Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1989	Human Resource Management Department

		401/1/2/2	External Procedures		Supercoded, plus 2 years, then review	Until Supercoded	2 years after supercoded	0 years										Shredding/Grinding	6 months before the end of retention period.	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; The Protected Disclosures Act, 2011; Maternity Leave Act, 1979; Holidays With Pay Act, 1973 (Amendment 2009); Employment (Flexible Work Arrangements) (Miscellaneous Provisions) Act, 2014; The Employment (Termination and Redundancy Payments) Act, 1974 (Amended 2008) Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988	Human Resource Management Department
		401/2/1	Organisational Charts		Supercoded, plus 2 years, then review	Until Supercoded	2 years after supercoded	0 years										Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulation, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information (ATI) Act, 2002	Human Resource Management Department
		401/2/2	Approved Establishment		Supercoded, plus 2 years, then review	Until Supercoded	2 years after supercoded	0 years										Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulation, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information (ATI) Act, 2002	Human Resource Management Department
		401/2/3	Job Description		Supercoded, plus 2 years, then review	Until Supercoded	2 years after supercoded	0 years										Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulation, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information (ATI) Act, 2002	Human Resource Management Department
		401/3/1/1	Occupational Safety and Health Administration (OSHA) Committee: Terms of Reference		Supercoded, plus 2 years, then review	Until Supercoded	2 years after supercoded	0 years										Shredding/Grinding	6 months before the end of retention period.	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Occupational Health and Safety Act, 2017	Human Resource Management Department
		401/3/1/2	Occupational Safety and Health Administration (OSHA) Committee: Minutes of Meetings		Permanent													Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Occupational Health and Safety Act, 2017	Human Resource Management Department
		401/3/1/3	Occupational Safety and Health Administration (OSHA) Committee: Action Items		Permanent													Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Occupational Health and Safety Act, 2017	Human Resource Management Department
		402/1/1/1	Job Description Reviews		Supercoded, plus 2 years, then review	Until Supercoded	2 years after supercoded	0 years										Shredding/Grinding	6 months before the end of retention period.	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Occupational Health and Safety Act, 2017	Human Resource Management Department
		402/1/1/2	Submissions to Ministry of Finance (MoF)		Permanent													Shredding/Grinding	Permanent	TBD	Human Resource Management Department
		402/1/1/3	Approval of Submissions from MoF		Permanent													Shredding/Grinding	Permanent	TBD	Human Resource Management Department
		402/1/2/1	Internal Advertisements		Permanent													Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Occupational Health and Safety Act, 2017	Human Resource Management Department
		402/1/2/2	External Advertisements		Permanent													Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Occupational Health and Safety Act, 2017	Human Resource Management Department
		402/1/3/1	Recruitment Files		Permanent													Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Occupational Health and Safety Act, 2017	Human Resource Management Department
		402/2/1	Personnel Files		Permanent													Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Occupational Health and Safety Act, 2017	Human Resource Management Department
		402/2/2	Staff List		Permanent													Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Occupational Health and Safety Act, 2017	Human Resource Management Department
		402/3/1	Staff Time and Attendance Logs		Permanent													Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Occupational Health and Safety Act, 2017	Human Resource Management Department
		402/3/2	Leave Administration		Permanent													Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Occupational Health and Safety Act, 2017	Human Resource Management Department
		402/4/1	Benefits		Permanent													Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Occupational Health and Safety Act, 2017	Human Resource Management Department
		402/4/1/1	Benefits: Group Life		Permanent													Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Occupational Health and Safety Act, 2017	Human Resource Management Department
		402/4/1/2	Benefits: Group Health Insurance		Permanent													Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Occupational Health and Safety Act, 2017	Human Resource Management Department

		402/4/1/3	Benefits: Personal Accidents		Permanent									Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Occupational Health and Safety Act, 2017	Human Resource Management Department
		402/4/1/4/1	Personal Loans		Permanent									Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Occupational Health and Safety Act, 2017	Human Resource Management Department
		402/4/1/4/2	Computer Loans		Permanent									Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Occupational Health and Safety Act, 2017	Human Resource Management Department
		402/4/1/5/1	Educational Loans		Permanent									Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Occupational Health and Safety Act, 2017	Human Resource Management Department
		402/4/1/6/1	Pension Fund Administrator		Permanent									Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; The Employment (Termination and Redundancy Payments) Act, 1974 (Amended 2008); Pensions (Public Service Act, 2017; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988	Human Resource Management Department
		402/4/1/6/2	Contributions		Permanent									Shredding/Grinding	6 months before the end of retention period.	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; The Employment (Termination and Redundancy Payments) Act, 1974 (Amended 2008); Pensions (Public Service Act, 2017; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988	Human Resource Management Department
		402/4/1/6/3	Payments		Permanent									Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; The Employment (Termination and Redundancy Payments) Act, 1974 (Amended 2008); Pensions (Public Service Act, 2017; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988	Human Resource Management Department
		402/4/1/6/4	Pension Plan Enrolment		Permanent									Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; The Employment (Termination and Redundancy Payments) Act, 1974 (Amended 2008); Pensions (Public Service Act, 2017; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988	Human Resource Management Department
		402/4/1/6/5	Pension Plan Termination		Permanent									Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; The Employment (Termination and Redundancy Payments) Act, 1974 (Amended 2008); Pensions (Public Service Act, 2017; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988	Human Resource Management Department
		402/4/1/6/6	Reports		Permanent									Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; The Employment (Termination and Redundancy Payments) Act, 1974 (Amended 2008); Pensions (Public Service Act, 2017; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988	Human Resource Management Department
		402/4/1/6/7	Trustee Registration		Permanent									Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; The Employment (Termination and Redundancy Payments) Act, 1974 (Amended 2008); Pensions (Public Service Act, 2017; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988	Human Resource Management Department

		402/4/1/6/8	Minutes of Trustee Meetings	Permanent												Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; The Employment (Termination and Redundancy Payments) Act, 1974 (Amended 2008); Pensions (Public Service Act, 2017; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988	Human Resource Management Department
		402/4/2/1	Compensation: Incentives	Permanent												Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988	Human Resource Management Department
		402/4/2/2	Compensation: Lunch	Permanent												Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988	Human Resource Management Department
		402/4/2/3	Compensation: Uniform	Permanent												Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988	Human Resource Management Department
		402/5/1	Separation: Exit Interviews	Permanent												Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988	Human Resource Management Department
		402/5/2	Separation: Advisory	Permanent												Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988	Human Resource Management Department
		403/1/1	Training Plans and Programme	Supercoded, plus 2 years, then review	Until Supercoded	2 years after supercoded	0 years									Shredding/Grinding	6 months before the end of retention period.	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988	Human Resource Management Department
		403/1/2	Career Counselling	Supercoded, plus 2 years, then review	Until Supercoded	2 years after supercoded	0 years									Shredding/Grinding	6 months before the end of retention period.	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988	Human Resource Management Department
		403/1/3	Induction/Orientation	Supercoded, plus 2 years, then review	Until Supercoded	2 years after supercoded	0 years									Shredding/Grinding	6 months before the end of retention period.	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988	Human Resource Management Department
		403/1/4	Internal Training	Supercoded, plus 2 years, then review	Until Supercoded	2 years after supercoded	0 years									Shredding/Grinding	6 months before the end of retention period.	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988	Human Resource Management Department
		403/1/5	Job Shadowing	Supercoded, plus 2 years, then review	Until Supercoded	2 years after supercoded	0 years									Shredding/Grinding	6 months before the end of retention period.	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988	Human Resource Management Department
		403/1/6	Motivation and Mentorship	Supercoded, plus 2 years, then review	Until Supercoded	2 years after supercoded	0 years									Shredding/Grinding	6 months before the end of retention period.	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988	Human Resource Management Department
		403/1/7/1	On-the-job Training: Internal Staff	Supercoded, plus 2 years, then review	Until Supercoded	2 years after supercoded	0 years									Shredding/Grinding	6 months before the end of retention period.	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988	Human Resource Management Department

		403.1/7/2	On-the-job Training: Interns		Superseded, plus 2 years, then review	Until Superseded	2 years after superseded	0 years							Shredding/Grinding	6 months before the end of retention period.	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982: Archives Regulations, 1988	Human Resource Management Department
		403.1/8	Overseas Travel		Superseded, plus 2 years, then review	Until Superseded	2 years after superseded	0 years							Shredding/Grinding	6 months before the end of retention period.	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982: Archives Regulations, 1988	Human Resource Management Department
		403.1/9	Skills Bank		Superseded, plus 2 years, then review	Until Superseded	2 years after superseded	0 years							Shredding/Grinding	6 months before the end of retention period.	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982: Archives Regulations, 1988	Human Resource Management Department
		403.1/10/1	Workshops and Conferences: Face-to-Face		Superseded, plus 2 years, then review	Until Superseded	2 years after superseded	0 years							Shredding/Grinding	6 months before the end of retention period.	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982: Archives Regulations, 1988	Human Resource Management Department
		403.1/10/2	Workshops and Conferences: Online		Superseded, plus 2 years, then review	Until Superseded	2 years after superseded	0 years							Shredding/Grinding	6 months before the end of retention period.	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982: Archives Regulations, 1988	Human Resource Management Department
		403.2/1	Workplans		Permanent										Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982: Archives Regulations, 1988	Human Resource Management Department
		403.2/2	Performance Evaluations		Permanent										Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982: Archives Regulations, 1988	Human Resource Management Department
		403.2/3/1	Performance Incentives and Awards: Seniority and Increments		Permanent										Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982: Archives Regulations, 1988	Human Resource Management Department
		403.2/3/2	Performance Incentives and Awards: Employee Recognition and Rewards		Permanent										Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982: Archives Regulations, 1988	Human Resource Management Department
		403.3/1	Staff Welfare Plans		Permanent										Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982: Archives Regulations, 1988	Human Resource Management Department
		403.3/2	Health Promotions		Permanent										Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982: Archives Regulations, 1988	Human Resource Management Department
		403.3/3/1/1	Employee Wellness: Wellness and Social Committee - Terms of Reference		Permanent										Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982: Archives Regulations, 1988	Human Resource Management Department
		403.3/3/1/2	Employee Wellness: Wellness and Social Committee - Minutes of Meetings		Permanent										Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982: Archives Regulations, 1988	Human Resource Management Department
		403.3/3/1/3	Employee Wellness: Wellness and Social Committee - Action Items		3 years, then review	3 years	0 years	0 years							Shredding/Grinding	6 months before the end of retention period.	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982: Archives Regulations, 1988	Human Resource Management Department

		403/3/4	Team Building		3 years, then review	3 years	0 years	0 years						Shredding/Grinding	6 months before the end of retention period.	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988	Human Resource Management Department
		403/3/5	Employee Assistance Programme		Permanent									Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988	Human Resource Management Department
		404.1	HR Audits		Permanent									Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988	Human Resource Management Department
		404.2	Disciplinary Actions		Permanent									Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988	Human Resource Management Department
		404.3	Accident and Injuries		Permanent									Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988	Human Resource Management Department
		404.4/1	Labour and Industrial Relations - Incident Management		Permanent									Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988	Human Resource Management Department
		404.4/2	Labour and Industrial Relations - Dispute Resolution and Appeals		Permanent									Shredding/Grinding	Permanent	Labour Relations and Industrial Disputes Act, 1975 (Amended 2010); Labour Relations and Industrial Disputes Regulations and Code, 2002; Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988	Human Resource Management Department
	500 - Asset Management	501/1	Asset Management - Policies		Permanent									Shredding/Grinding	Permanent	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); Records and Information Management (RIM) Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
		501/2	Asset Management - Procedures		Permanent									Shredding/Grinding	Permanent	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); Records and Information Management (RIM) Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
		502/1/1	Asset Acquisition: Fixed Asset Acquisition		Permanent									Shredding/Grinding	Permanent	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); Records and Information Management (RIM) Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
		502/1/2	Asset Acquisition: Insurance Registers		Permanent									Shredding/Grinding	Permanent	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); Records and Information Management (RIM) Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
		502/1/3/1	Asset Acquisition: Valuations - Equipment		10 years, then review	5 years	2 years	3 years						Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulation, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information (ATI) Act, 2002	Property Management/ Administration Division
		502/1/3/2	Asset Acquisition: Valuations - Furniture		10 years, then review	5 years	2 years	3 years						Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulation, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information (ATI) Act, 2002	Property Management/ Administration Division

		502.1/3/3	Asset Acquisition: Valuations - Motor Vehicles		10 years, then review	5 years	2 years	3 years							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulation, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information (ATI) Act, 2002	Property Management/ Administration Division
		502.1/3/4	Asset Acquisition: Valuations - Properties		10 years, then review	5 years	2 years	3 years							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulation, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information (ATI) Act, 2002	Property Management/ Administration Division
		502.2/1	Asset Acquisition: Consumable Assets - Canteen		8 years, then review	6 years	2 year	0 years							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulation, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information (ATI) Act, 2002	Property Management/ Administration Division
		502.2/2	Asset Acquisition: Consumable Assets - Cleaning and Sanitation		8 years, then review	6 years	2 year	0 years							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulation, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information (ATI) Act, 2002	Property Management/ Administration Division
		502.2/3	Asset Acquisition: Consumable Assets - Computer Spares		8 years, then review	6 years	2 year	0 years							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulation, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information (ATI) Act, 2002	Property Management/ Administration Division
		502.2/4	Asset Acquisition: Consumable Assets - Computer Stationery		8 years, then review	6 years	2 year	0 years							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulation, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information (ATI) Act, 2002	Property Management/ Administration Division
		502.2/5	Asset Acquisition: Consumable Assets - Electrical Supplies		8 years, then review	6 years	2 year	0 years							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulation, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information (ATI) Act, 2002	Property Management/ Administration Division
		502.2/6	Asset Acquisition: Consumable Assets - Office Stationery		8 years, then review	6 years	2 year	0 years							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulation, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information (ATI) Act, 2002	Property Management/ Administration Division
		502.2/7	Asset Acquisition: Consumable Assets - Office/Property Supplies - Other		8 years, then review	6 years	2 year	0 years							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulation, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information (ATI) Act, 2002	Property Management/ Administration Division
		502.2/8	Asset Acquisition: Consumable Assets - Medical Supplies		8 years, then review	6 years	2 year	0 years							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulation, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information (ATI) Act, 2002	Property Management/ Administration Division
		502.4/1	Asset Acquisition: Valued Assets - Phones		4 years, then review	6 years	2 year	0 years							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulation, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information (ATI) Act, 2002	Property Management/ Administration Division
		502.4/2	Asset Acquisition: Valued Assets - Tablets		4 years, then review	6 years	2 year	0 years							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulation, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information (ATI) Act, 2002	Property Management/ Administration Division
		502.4/3	Asset Acquisition: Valued Assets - iPads		4 years, then review	6 years	2 year	0 years							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulation, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information (ATI) Act, 2002	Property Management/ Administration Division
		502.5/1	Asset Acquisition: Heritage Assets - Paintings		Permanent										Shredding/Grinding	Permanent	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); Records and Information Management (RIM) Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
		502.6/1	Asset Acquisition: Community Assets - Wellness Centre (Gym)		Permanent										Shredding/Grinding	Permanent	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); Records and Information Management (RIM) Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division

		503.1	Assignment of Asset Codes		Permanent									Shredding/Grinding	Permanent	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); Records and Information Management (RIM) Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
		503.1/2	Fixed Asset Register		Permanent									Shredding/Grinding	Permanent	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); Records and Information Management (RIM) Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
		503.2/1/1	Custodianship: Fixed Asset Relocation		Permanent									Shredding/Grinding	Permanent	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); Records and Information Management (RIM) Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
		503.2/1/2	Custodianship: Fixed Asset Location Registers		Permanent									Shredding/Grinding	Permanent	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); Records and Information Management (RIM) Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
		503.2/2	Custodianship: Consumable Assets	10 years, then review	5 years	2 years	3 years							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulation, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information (ATI) Act, 2002	Property Management/ Administration Division
			Maintenance of Asset Inventories - Consumable Assets	10 years, then review	5 years	2 years	3 years							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulation, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information (ATI) Act, 2002	Property Management/ Administration Division
		504.1	Maintenance of Asset Inventories - Fixed Assets		Permanent									Shredding/Grinding	Permanent	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); Records and Information Management (RIM) Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
		504.2	Maintenance of Asset Inventories - Consumable Assets	10 years, then review	5 years	2 years	3 years							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulation, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information (ATI) Act, 2002	Property Management/ Administration Division
		504.4	Maintenance of Asset Inventories - Valued Assets		Permanent									Shredding/Grinding	Permanent	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); Records and Information Management (RIM) Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
		504.5	Maintenance of Asset Inventories - Heritage Assets		Permanent									Shredding/Grinding	Permanent	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); Records and Information Management (RIM) Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
		504.6	Maintenance of Asset Inventories - Community Assets		Permanent									Shredding/Grinding	Permanent	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); Records and Information Management (RIM) Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
		505.1	Disposal of Assets: Retention of Boarded Assets	10 years, then review	5 years	2 years	3 years							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulation, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information (ATI) Act, 2002	Property Management/ Administration Division
		505.2	Disposal of Assets: Reassignment of Boarded Assets	10 years, then review	5 years	2 years	3 years							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulation, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information (ATI) Act, 2002	Property Management/ Administration Division

		505/3/1	Disposal of Assets: Board of Survey - Committee - Terms of Reference		Superseded, plus 2 years, then review	Until Superseded	2 years after superseded	0 years							Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); Records and Information Management (RIM) Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
		505/3/2	Disposal of Assets: Board of Survey - Committee - Minutes of Meetings		10 years, then review	5 years	2 years	3 years							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Regulation, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information (ATI) Act, 2002	Property Management/ Administration Division
		505/3/3	Disposal of Assets: Board of Survey - Committee - Reviews and Recommendations		10 years, then review	5 years	2 years	3 years							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulation, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information (ATI) Act, 2002	Property Management/ Administration Division
		505/4/1	Disposal of Assets: Disposal of Boarded Assets - Recommendations for Asset Disposal		3 years, then review	3 years	0 years	0 years							Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); Records and Information Management (RIM) Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
		505/4/2	Disposal of Assets: Disposal of Boarded Assets - Disposal (Proof of)		Permanent										Shredding/Grinding	Permanent	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); Records and Information Management (RIM) Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
506 - Property Management		506/1/1/1	Property Management Guidelines: Policies		Superseded, plus 2 years, then review	Until Superseded	2 years after superseded	0 years							Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
		506/1/1/2	Property Management Guidelines: Procedures		Superseded, plus 2 years, then review	Until Superseded	2 years after superseded	0 years							Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
		506/1/2/1	Infrastructure Planning Administration		Permanent										Shredding/Grinding	Permanent	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
		506/1/2/2	Design Layouts		Permanent										Shredding/Grinding	Permanent	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
		506/1/3/1	Construction Management		7 years, then review	3 years	2 years	2 year							Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
		506/1/3/2	Building Modification Management		7 years, then review	3 years	2 years	2 year							Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
		506/2/1/1/1	Maintenance and Repair: Equipment - Air Conditioning Units - Analysis		5 years, then review	2 years	2 years	1 year							Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
		506/2/1/1/2	Maintenance and Repair: Equipment - Air Conditioning Units - Monitoring Logs		5 years, then review	2 years	2 years	1 year							Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division

		506/2/1/3	Maintenance and Repair: Equipment - Air Conditioning Units - Preventive Maintenance		15 years, then review	5 years	5 years	5 years						Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
		506/2/1/4	Maintenance and Repair: Equipment - Air Conditioning Units - Unscheduled Maintenance		15 years, then review	5 years	5 years	5 years						Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
		506/2/1/2	Maintenance and Repair: Equipment - Canteen Equipment		10 years, then review	3 years	3 years	4 years						Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
		506/2/1/3	Maintenance and Repair: Equipment - Electrical Ventilation and Cooling Systems		15 years, then review	5 years	5 years	5 years						Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
		506/2/1/4	Maintenance and Repair: Equipment - Elevators		20 years, then review	7 years	8 years	5 years						Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
		506/2/1/5	Maintenance and Repair: Equipment - Fire Detection and Suppression		10 years, then review	5 years	2 years	3 years						Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
		506/2/1/6/1	Maintenance and Repair: Equipment - Server and Storage Management - Monitoring		10 years, then review	5 years	2 years	3 years						Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
		506/2/1/6/2	Maintenance and Repair: Equipment - Server and Storage Management - Servicing		15 years, then review	5 years	5 years	5 years						Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
		506/2/2/1	Maintenance and Repair: Plant - Central Air Conditions		15 years, then review	5 years	5 years	5 years						Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
		506/2/2/1	Maintenance and Repair: Plant - Power Generators/Uninterrupted Power Supply (UPS) - Analysis		10 years, then review	5 years	2 years	3 years						Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
		506/2/2/2	Maintenance and Repair: Plant - Power Generators/Uninterrupted Power Supply (UPS) - Monitoring Logs		10 years, then review	5 years	2 years	3 years						Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
		506/2/2/3	Maintenance and Repair: Plant - Power Generators/Uninterrupted Power Supply (UPS) - Preventative Maintenance		10 years, then review	5 years	2 years	3 years						Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
		506/2/2/4	Maintenance and Repair: Plant - Power Generators/Uninterrupted Power Supply (UPS) - Unscheduled Maintenance		10 years, then review	5 years	2 years	3 years						Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulation, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information (ATI) Act, 2002	Property Management/ Administration Division

		506/2/3/1	Maintenance and Repair: Properties - Ground Maintenance - Gardeners/Groundsmen		7 years, then review	3 years	2 years	2 year							Shredding/Grinding	6 months before the end of retention period.		
		506/2/3/2	Maintenance and Repair: Properties - Ground Maintenance - Property Attendants		7 years, then review	3 years	2 years	2 year							Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
		506/2/3/2	Maintenance and Repair: Properties - Gardening Equipment Repairs		7 years, then review	3 years	2 years	2 year							Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
		506/2/3/3	Maintenance and Repair: Properties - Gate Maintenance		7 years, then review	3 years	2 years	2 year							Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); RIM Policy & Procedures; Access to Information Act, 2002; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Property Management/ Administration Division
600 - Procurement		601/1/1	Procurement Guidelines: Policies		Supercoded, plus 2 years, then review	Until Supercoded	2 years after supercoded	0 years							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulations, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); Government of Jamaica Records and Information Management Policy and Procedures, 2018	Procurement and Planning Division
		601/1/2	Procurement Guidelines: Procedures		Supercoded, plus 2 years, then review	Until Supercoded	2 years after supercoded	0 years							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulations, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); Government of Jamaica Records and Information Management Policy and Procedures, 2018	Procurement and Planning Division
		601/1/3	Procurement Guidelines: Acts and Regulations		7 years, then review	3 years	2 years	2 year							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulations, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); Government of Jamaica Records and Information Management Policy and Procedures, 2018	Procurement and Planning Division
		601/2/1	Procurement Committee: Terms of Reference		Supercoded, plus 2 years, then review	Until Supercoded	2 years after supercoded	0 years							Shredding/Grinding	6 months before the end of retention period.		Procurement and Planning Division
		601/2/2	Procurement Committee: Minutes of Meetings		Permanent										Shredding/Grinding	Permanent		Procurement and Planning Division
		601/2/3	Procurement Committee: Recommendations		Permanent										Shredding/Grinding	Permanent		Procurement and Planning Division
		601/3/1	Procurement Plan (Drafts)		2 years, then review	2 years	0 years	0 year							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulations, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); Government of Jamaica Records and Information Management Policy and Procedures, 2018	Procurement and Planning Division
		601/3/2	Procurement Plan (Final)		7 years, then review	3 years	2 years	2 year							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulations, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); Government of Jamaica Records and Information Management Policy and Procedures, 2018	Procurement and Planning Division
		602/1	Procurement Processing: Procurement Administration		7 years, then review	3 years	2 years	2 year							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulations, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); Government of Jamaica Records and Information Management Policy and Procedures, 2018	Procurement and Planning Division
		604/1	Evaluation and Recommendations		7 years, then review	3 years	2 years	2 year							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulations, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); Government of Jamaica Records and Information Management Policy and Procedures, 2018	Procurement and Planning Division
		604/2	Review and Endorsements		7 years, then review	3 years	2 years	2 year							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulations, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); Government of Jamaica Records and Information Management Policy and Procedures, 2018	Procurement and Planning Division
		605/1/1	Pre-Award of Contract: Stand Still Letters		7 years, then review	3 years	2 years	2 year							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulations, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); Government of Jamaica Records and Information Management Policy and Procedures, 2018	Procurement and Planning Division

		605/2	Award of Contracts		7 years, then review	3 years	2 years	2 year							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulations, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); Government of Jamaica Records and Information Management Policy and Procedures, 2018	Procurement and Planning Division
		607/1/1	Vendor Management: Vendor Monitoring - Vendor Performance Evaluation		7 years, then review	3 years	2 years	2 year							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulations, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); Government of Jamaica Records and Information Management Policy and Procedures, 2018	Procurement and Planning Division
		607/1/2	Vendor Management: Vendor Monitoring - Vendor Performance Reports		7 years, then review	3 years	2 years	2 year							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulations, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); Government of Jamaica Records and Information Management Policy and Procedures, 2018	Procurement and Planning Division
		607/2	Vendor Management: Vendor Listing		7 years, then review	3 years	2 years	2 year							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulations, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); Government of Jamaica Records and Information Management Policy and Procedures, 2018	Procurement and Planning Division
		607/3	Vendor Management: Vendor Relationship Management		7 years, then review	3 years	2 years	2 year							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Public Procurement Regulations, 2018; Financial Administration and Audit (FAA) Act, 1959 (Amended 2015); Public Bodies Accountability Act, 2001 (Amended, 2011); Government of Jamaica Records and Information Management Policy and Procedures, 2018	Procurement and Planning Division
700 - Transportation Management		701/1	Transportation Guidelines		Superseded, plus 2 years, then review	Until Superseded	2 years after superseded	0 years							Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Government Employees Transportation Services Procedures Manual, 2016; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Administration Division
		701/2/1	Assignment of Official (Company) Vehicles: Motor Bike		7 years, then review	3 years	2 years	2 year							Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Government Employees Transportation Services Procedures Manual, 2016; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Administration Division
		701/2/2	Assignment of Official (Company) Vehicles: Motor Cars		7 years, then review	3 years	2 years	2 year							Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Government Employees Transportation Services Procedures Manual, 2016; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Administration Division
		701/2/3	Assignment of Official (Company) Vehicles: Panel Vans		7 years, then review	3 years	2 years	2 year							Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Government Employees Transportation Services Procedures Manual, 2016; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Administration Division
		701/3	Transportation Scheduling		7 years, then review	3 years	2 years	2 year							Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Government Employees Transportation Services Procedures Manual, 2016; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Administration Division
		701/4	Transportation Requests		7 years, then review	3 years	2 years	2 year							Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Government Employees Transportation Services Procedures Manual, 2016; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Administration Division
		702/1	Motor Vehicle Registration		Permanent										Shredding/Grinding	Permanent	Government of Jamaica, Government Employees Transportation Services Procedures Manual, 2016; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Administration Division
		702/2/1	Driver's Log Books		10 years, then review	5 years	2 years	3 years							Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Government Employees Transportation Services Procedures Manual, 2016; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Administration Division
		702/2/2	Gas Cards		Permanent										Shredding/Grinding	Permanent	Government of Jamaica, Government Employees Transportation Services Procedures Manual, 2016; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Administration Division
		702/2/3	Motor Vehicle Tracking		Permanent										Shredding/Grinding	Permanent	Government of Jamaica, Government Employees Transportation Services Procedures Manual, 2016; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Administration Division

		702/3/1	Servicing and Repair: Motor Bike		10 years, then review	5 years	2 years	3 years						Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Government Employees Transportation Services Procedures Manual, 2016; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Administration Division
		702/3/2	Servicing and Repair: Motor Car		10 years, then review	5 years	2 years	3 years						Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Government Employees Transportation Services Procedures Manual, 2016; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Administration Division
		702/3/3	Servicing and Repair: Panel Vans		10 years, then review	5 years	2 years	3 years						Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Government Employees Transportation Services Procedures Manual, 2016; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Administration Division
		702/4/1	Efficiency Reporting: Motor Bike		10 years, then review	5 years	2 years	3 years						Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Government Employees Transportation Services Procedures Manual, 2016; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Administration Division
		702/4/2	Efficiency Reporting: Motor Car		10 years, then review	5 years	2 years	3 years						Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Government Employees Transportation Services Procedures Manual, 2016; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Administration Division
		702/4/3	Efficiency Reporting: Panel Van		10 years, then review	5 years	2 years	3 years						Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Government Employees Transportation Services Procedures Manual, 2016; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Administration Division
		703/1	Investigations		Permanent									Shredding/Grinding	Permanent	Government of Jamaica, Government Employees Transportation Services Procedures Manual, 2016; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Administration Division
		703/2	Incident/Accident Reporting		Permanent									Shredding/Grinding	Permanent	Government of Jamaica, Government Employees Transportation Services Procedures Manual, 2016; Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, 2020; Insurance Regulations.	Administration Division
	800 - Communication and Public Relations	801/1/1	Communication Policy		Supercoded, plus 2 years, then review	Until Supercoded	2 years after supercoded	0 years						Shredding/Grinding	6 months before the end of retention period.	Internal Communication Policy	Human Resource Management Department
		801/1/2	Communication Plans		Supercoded, plus 2 years, then review	Until Supercoded	2 years after supercoded	0 years						Shredding/Grinding	6 months before the end of retention period.	Internal Communication Policy	Human Resource Management Department
		802/1	Generate Communication Templates		Supercoded, plus 2 years, then review	Until Supercoded	2 years after supercoded	0 years						Shredding/Grinding	6 months before the end of retention period.	Internal Communication Policy	Human Resource Management Department
		802/3	Meetings		6 years, then review	3 years	3 years	0 years						Shredding/Grinding	6 months before the end of retention period.	Internal Communication Policy	Human Resource Management Department
		802/4	Develop Bulletins		3 years, then review	2 years	1 year	0 year						Shredding/Grinding	6 months before the end of retention period.	Internal Communication Policy	Human Resource Management Department
		802/5	Announcements		3 years, then review	2 years	1 year	0 year						Shredding/Grinding	6 months before the end of retention period.	Internal Communication Policy	Human Resource Management Department
		802/6	Internal Queries and Feedback		3 years, then review	2 years	1 year	0 year						Shredding/Grinding	6 months before the end of retention period.	Internal Communication Policy	Human Resource Management Department
		802/7	Organisational Level Agreements (OLA)		3 years, then review	2 years	1 year	0 year						Shredding/Grinding	6 months before the end of retention period.	Internal Communication Policy	Client Relations Unit
		803/1/1/1	Customer Satisfaction Evaluations: Customer Satisfaction Surveys		2 years, then review	2 years	0 year	0 year						Shredding/Grinding	6 months before the end of retention period.	Data Protection Act, 2020	Client Relations Unit
		803/1/1/2	Customer Satisfaction Evaluations: Reports		3 years, then review	2 years	1 year	0 year						Shredding/Grinding	6 months before the end of retention period.	Data Protection Act, 2020	Client Relations Unit
		803/1/2/1	Service Level Agreements (SLAs): Renewals		11 years, then review	5 years	3 years	3 years						Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015)	Client Relations Unit
		803/1/2/2	Service Level Agreements (SLAs): Development		11 years, then review	5 years	3 years	3 years						Shredding/Grinding	6 months before the end of retention period.	Financial Administration and Audit (FAA) Act, 1959 (Amended 2015)	Client Relations Unit
		803/2/1	Media Monitoring and Clippings		3 years, then review	2 years	1 year	0 year						Shredding/Grinding	6 months before the end of retention period.	Internal Communication Policy	Human Resource Management Department
		803/2/2	Media Relations: Statements and Releases		7 years, then review	3 years	2 years	2 years						Shredding/Grinding	6 months before the end of retention period.	Internal Communication Policy	Human Resource Management Department
		803/2/3	Social Media Administration		Supercoded, plus 2 years, then review	Until Supercoded	2 years after supercoded	0 years						Shredding/Grinding	6 months before the end of retention period.	Internal Communication Policy	Human Resource Management Department

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		901/10/2	Event and Information Management: Reports		3 years, then review	2 years	1 year	0 year							Shredding/Grinding	6 months before the end of retention period.	ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection — Information security management systems — Requirements; Government of Jamaica, Information Communication Technology Policies, Standards & Guidelines, 2018	Security and IT Risk Management
		901/10/3	Event and Information Management: Configuration Documentation		Superseded, plus 2 years, then review	Until Superseded	2 years after superseded	0 years							Shredding/Grinding	6 months before the end of retention period.	ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection — Information security management systems — Requirements; Government of Jamaica, Information Communication Technology Policies, Standards & Guidelines, 2018	Security and IT Risk Management
		901/11	Security Assessments		16 years, then review	7 years	5 years	7 years							Shredding/Grinding	6 months before the end of retention period.	ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection — Information security management systems — Requirements; Information Technology Infrastructure Library (ITIL), 2019	Security and IT Risk Management
		901/12/1	Service Management: Helpdesk System Administration		10 years, then review	5 years	2 years	3 years							Shredding/Grinding	6 months before the end of retention period.	ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection — Information security management systems — Requirements; Information Technology Infrastructure Library (ITIL), 2019	
		901/12/2	Service Management: Reporting		5 years, then review	3 years	2 years	0 years							Shredding/Grinding	6 months before the end of retention period.	ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection — Information security management systems — Requirements; Information Technology Infrastructure Library (ITIL), 2019	Security and IT Risk Management
		901/13/1	Release Management: Change Record		7 years, then review	3 years	2 years	2 years							Shredding/Grinding	6 months before the end of retention period.	ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection — Information security management systems — Requirements; Information Technology Infrastructure Library (ITIL), 2019	
		901/14/1	Policy Management		Superseded, plus 2 years, then review	Until Superseded	2 years after superseded	0 years							Shredding/Grinding	6 months before the end of retention period.	ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection — Information security management systems — Requirements; Payment Card Industry	Security and IT Risk Management
		901/14/2	Security Awareness Training		5 years, then review	3 years	2 years	0 years							Shredding/Grinding	6 months before the end of retention period.	ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection — Information security management systems — Requirements; Information Technology Infrastructure Library (ITIL), 2019	Security and IT Risk Management
		901/14/3	Risk Assessments		5 years, then review	3 years	2 years	0 years							Shredding/Grinding	6 months before the end of retention period.	ISO 27001/ Information Technology Security Management Policy	Security and IT Risk Management
		901/15/1	CUJ Enrollment		3 years, then review	1 years	2 years	0 years							Shredding/Grinding	6 months before the end of retention period.	User Acceptance Policy	Technical Support
		901/15/2/1	Site Visits: Drivers Licence Reports		3 years, then review	1 years	2 years	0 years							Shredding/Grinding	6 months before the end of retention period.	ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection — Information security management systems — Requirements; Government of Jamaica, Information Communication Technology Policies, Standards & Guidelines, 2018	Client Relations Unit
		901/15/2/2	Site Visits: Incident Reports		3 years, then review	1 years	2 years	0 years							Shredding/Grinding	6 months before the end of retention period.	ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection — Information security management systems — Requirements; Government of Jamaica, Information Communication Technology Policies, Standards & Guidelines, 2018	Client Relations Unit
		901/15/2/3	Site Visits: Monthly Routine Reports		3 years, then review	1 years	2 years	0 years							Shredding/Grinding	6 months before the end of retention period.	ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection — Information security management systems — Requirements; Government of Jamaica, Information Communication Technology Policies, Standards & Guidelines, 2018	Client Relations Unit
		901/15/2/4	Site Visits: Engineer's Log Book		10 years, then review	5 years	3 years	2 years							Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Site Support
		901/15/3/1	Servicing of Systems: Service Requests		10 years, then review	5 years	3 years	2 years							Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Site Support
		901/15/3/2	Servicing of Systems: Log Books		10 years, then review	5 years	3 years	2 years							Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Site Support
		901/15/3/3	Servicing of Systems: Incident Reports		10 years, then review	5 years	3 years	2 years							Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Site Support
		901/16/1/1	System Hosting: Application Set-up		Superseded, plus 2 years, then review	Until Superseded	2 years after superseded	0 years							Shredding/Grinding	6 months before the end of retention period.	ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection — Information security management systems — Requirements; Government of Jamaica, Information Communication Technology Policies, Standards & Guidelines, 2018	Security and IT Risk Management

		901/16/1/2	System Hosting: Simulation Testing		4 years, then review	2 years	2 years	0 years							Shredding/Grinding	6 months before the end of retention period.	ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection — Information security management systems — Requirements; Government of Jamaica, Information Communication Technology Policies, Standards & Guidelines, 2018	Security and IT Risk Management
		901/16/1/3	System Hosting: Application Disaster Recovery		Supercoded, plus 2 years, then review	Until Supercoded	2 years after supercoded	0 years							Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Security and IT Risk Management
		901/16/1/4	System Hosting: Handover		5 years, then review	3 years	2 years	0 years							Shredding/Grinding	6 months before the end of retention period.	ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection — Information security management systems — Requirements; Government of Jamaica, Information Communication Technology Policies, Standards & Guidelines, 2018	Security and IT Risk Management
		901/16/1/5	System Hosting: Change Record		10 years, then review	5 years	3 years	2 years							Shredding/Grinding	6 months before the end of retention period.	ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection — Information security management systems — Requirements; Government of Jamaica, Information Communication Technology Policies, Standards & Guidelines, 2018	Security and IT Risk Management
		901/16/2/1/1	Co-Location Hosting: Client Access and Equipment Control		2 years after the close of project	Until close of project	2 years	0 years							Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Data Centre Management Department
		901/16/2/1/2	Co-Location Hosting: Gate Pass		16 years, then review	7 years	5 years	7 years							Shredding/Grinding	6 months before the end of retention period.	Internal Security Policy; Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Data Centre Management Department
		901/16/2/2/1	Media Deposit and Withdrawal: Visitor's Registration		2 years after the close of project	Until close of project	2 years	0 years							Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Data Centre Management Department
	902 - Records and Archives Management	902/1/1	RAM Policies		Supercoded, plus 4 years, then review	Until Supercoded	4 years after supercoded	0 years							Shredding/Grinding	6 months before the end of retention period.	Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988; Access to Information Act, 2002; Access to Information Regulations, 2003; Government of Jamaica Records and Information Management Policy and Procedures, 2018.	Administration Division
		902/1/2	RAM Procedures		Supercoded, plus 4 years, then review	Until Supercoded	4 years after supercoded	0 years							Shredding/Grinding	6 months before the end of retention period.	Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988; Access to Information Act, 2002; Access to Information Regulations, 2003; Government of Jamaica Records and Information Management Policy and Procedures, 2018.	Administration Division
		902/1/3	RAM Standards		Supercoded, plus 4 years, then review	Until Supercoded	4 years after supercoded	0 years							Shredding/Grinding	6 months before the end of retention period.	Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988; Access to Information Act, 2002; Access to Information Regulations, 2003; Government of Jamaica Records and Information Management Policy and Procedures, 2018.	Administration Division
		902/2/1	Records Inventory/Survey		Supercoded, plus 4 years, then review	Until Supercoded	4 years after supercoded	0 years							Shredding/Grinding	6 months before the end of retention period.	Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988; Access to Information Act, 2002; Access to Information Regulations, 2003; Government of Jamaica Records and Information Management Policy and Procedures, 2018.	Administration Division
		902/2/2/1	Classification Schemes		Supercoded, plus 4 years, then review	Until Supercoded	4 years after supercoded	0 years							Shredding/Grinding	6 months before the end of retention period.	Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988; Access to Information Act, 2002; Access to Information Regulations, 2003; Government of Jamaica Records and Information Management Policy and Procedures, 2018.	Administration Division
		902/2/2/2	File Plans		Supercoded, plus 4 years, then review	Until Supercoded	4 years after supercoded	0 years							Shredding/Grinding	6 months before the end of retention period.	Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988; Access to Information Act, 2002; Access to Information Regulations, 2003; Government of Jamaica Records and Information Management Policy and Procedures, 2018.	Administration Division
		902/2/3/1	File Index		Supercoded, plus 4 years, then review	Until Supercoded	4 years after supercoded	0 years							Shredding/Grinding	6 months before the end of retention period.	Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988; Access to Information Act, 2002; Access to Information Regulations, 2003; Government of Jamaica Records and Information Management Policy and Procedures, 2018.	Administration Division
		902/2/4	Metadata Management		Supercoded, plus 4 years, then review	Until Supercoded	4 years after supercoded	0 years							Shredding/Grinding	6 months before the end of retention period.	Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988; Access to Information Act, 2002; Access to Information Regulations, 2003; Government of Jamaica Records and Information Management Policy and Procedures, 2018.	Administration Division

		902/3/1/1	Loan Charge-out Cards		Supercoded, plus 4 years, then review	Until Supercoded	4 years after supercoded	0 years							Shredding/Grinding	6 months before the end of retention period.	Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988; Access to Information Act, 2002; Access to Information Regulations, 2003; Government of Jamaica Records and Information Management Policy and Procedures, 2018.	Administration Division
		902/3/2	Access to Information (ATI) Requests and Responses		5 years, then review	3 years	2 years	0 years							Shredding/Grinding	6 months before the end of retention period.	Access to Information Act, 2002; Access to Information Regulations, 2003; Government of Jamaica Records and Information Management Policy and Procedures, 2018.	Administration Division
		902/4/1	Records Transfer		Permanent										Shredding/Grinding	Permanent	Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988; Access to Information Act, 2002; Access to Information Regulations, 2003; Government of Jamaica Records and Information Management Policy and Procedures, 2018.	Administration Division
		902/4/2	Shelf Planning		5 years, then review	3 years	2 years	0 years							Shredding/Grinding	6 months before the end of retention period.	Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988; Access to Information Act, 2002; Access to Information Regulations, 2003; Government of Jamaica Records and Information Management Policy and Procedures, 2018.	Administration Division
		902/4/3	Acquisition of Storage		10 years, then review	3 years	5 years	2 years							Shredding/Grinding	6 months before the end of retention period.	Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988; Access to Information Act, 2002; Access to Information Regulations, 2003; Government of Jamaica Records and Information Management Policy and Procedures, 2018.	Administration Division
		902/4/4	Maintenance of Storage Area		8 years,	3 years	3 years	2 years							Shredding/Grinding	6 months before the end of retention period.	Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988; Access to Information Act, 2002; Access to Information Regulations, 2003; Government of Jamaica Records and Information Management Policy and Procedures, 2018.	Administration Division
		902/4/5	Preservation and Conservation		Supercoded, plus 4 years, then review	Until Supercoded	4 years after supercoded	0 years							Shredding/Grinding	6 months before the end of retention period.	Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988; Access to Information Act, 2002; Access to Information Regulations, 2003; Government of Jamaica Records and Information Management Policy and Procedures, 2018.	Administration Division
		902/5/1/1	Appraisal Assessments		Supercoded, plus 4 years, then review	Until Supercoded	4 years after supercoded	0 years							Shredding/Grinding	6 months before the end of retention period.	Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988; Access to Information Act, 2002; Access to Information Regulations, 2003; Government of Jamaica Records and Information Management Policy and Procedures, 2018.	Administration Division
		902/5/1/2	Appraisal Reports		Supercoded, plus 4 years, then review	Until Supercoded	4 years after supercoded	0 years							Shredding/Grinding	6 months before the end of retention period.	Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988; Access to Information Act, 2002; Access to Information Regulations, 2003; Government of Jamaica Records and Information Management Policy and Procedures, 2018.	Administration Division
		902/5/2/1	Retention and Disposition Assessments		Supercoded, plus 4 years, then review	Until Supercoded	4 years after supercoded	0 years							Shredding/Grinding	6 months before the end of retention period.	Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988; Access to Information Act, 2002; Access to Information Regulations, 2003; Government of Jamaica Records and Information Management Policy and Procedures, 2018.	Administration Division
		902/5/2/2	Retention and Disposition Schedule		Supercoded, plus 4 years, then review	Until Supercoded	4 years after supercoded	0 years							Shredding/Grinding	6 months before the end of retention period.	Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988; Access to Information Act, 2002; Access to Information Regulations, 2003; Government of Jamaica Records and Information Management Policy and Procedures, 2018.	Administration Division
		902/5/3	Records Destruction		Permanent										Permanent		Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988; Access to Information Act, 2002; Access to Information Regulations, 2003; Government of Jamaica Records and Information Management Policy and Procedures, 2018.	Administration Division
903 - Library Management		903/1/1	Library Policies		Supercoded, plus 4 years, then review	Until Supercoded	4 years after supercoded	0 years							Shredding/Grinding	6 months before the end of retention period.	Records Office Act, 1879 (Amended 1973); Record Office (Archives) Rules, 1969; Records Office Rules, 1975; Archives Act, 1982; Archives Regulations, 1988; Access to Information Act, 2002; Access to Information Regulations, 2003; Government of Jamaica Records and Information Management Policy and Procedures, 2018.	Human Resource Management Department
		903/1/2	Procedures Manual		Supercoded, plus 4 years, then review	Until Supercoded	4 years after supercoded	0 years							Shredding/Grinding	6 months before the end of retention period.	Copyright Act, 1993 (Amended 2015); National Library of Jamaica Act, 2010; Government of Jamaica Records and Information Management Policy and Procedures, 2018.	Human Resource Management Department

		903/2/1	Acquisitions		7 years	3 years	4 years	0 years							Shredding/Grinding	6 months before the end of retention period.	Copyright Act, 1993 (Amended 2015); National Library of Jamaica Act, 2010; Government of Jamaica Records and Information Management Policy and Procedures, 2018	Human Resource Management Department
		903/2/2	Database Management		Supercoded, plus 4 years, then review	Until Supercoded	4 years after supercoded	0 years							Shredding/Grinding	6 months before the end of retention period.	Copyright Act, 1993 (Amended 2015); National Library of Jamaica Act, 2010; Government of Jamaica Records and Information Management Policy and Procedures, 2018	Human Resource Management Department
		903/2/3	Donations		7 years, then review	3 years	4 years	0 years							Shredding/Grinding	6 months before the end of retention period.	Copyright Act, 1993 (Amended 2015); National Library of Jamaica Act, 2010; Government of Jamaica Records and Information Management Policy and Procedures, 2018	Human Resource Management Department
		903/2/4/1	Subscriptions- Journals		8 years, then review	4 years	4 years	0 years							Shredding/Grinding	6 months before the end of retention period.	Copyright Act, 1993 (Amended 2015); National Library of Jamaica Act, 2010; Government of Jamaica Records and Information Management Policy and Procedures, 2018	Human Resource Management Department
		903/2/4/2	Subscriptions- Newspapers		8 years, then review	4 years	4 years	0 years							Shredding/Grinding	6 months before the end of retention period.	Copyright Act, 1993 (Amended 2015); National Library of Jamaica Act, 2010; Government of Jamaica Records and Information Management Policy and Procedures, 2018	Human Resource Management Department
		903/2/5	Library Procurement		9 years, then review	5 years	4 years	0 years							Shredding/Grinding	6 months before the end of retention period.	Public Procurement Act, 2015; Government of Jamaica Records and Information Management Policy and Procedures, 2018	Human Resource Management Department
		903/3/1	Classification		Supercoded, plus 4 years, then review	Until Supercoded	4 years after supercoded	0 years							Shredding/Grinding	6 months before the end of retention period.	Copyright Act, 1993 (Amended 2015); National Library of Jamaica Act, 2010; Government of Jamaica Records and Information Management Policy and Procedures, 2018	Human Resource Management Department
		903/3/2	Cataloguing		Supercoded, plus 4 years, then review	Until Supercoded	4 years after supercoded	0 years							Shredding/Grinding	6 months before the end of retention period.	Copyright Act, 1993 (Amended 2015); National Library of Jamaica Act, 2010; Government of Jamaica Records and Information Management Policy and Procedures, 2018	Human Resource Management Department
		903/3/3	Indexes		Supercoded, plus 4 years, then review	Until Supercoded	4 years after supercoded	0 years							Shredding/Grinding	6 months before the end of retention period.	Copyright Act, 1993 (Amended 2015); National Library of Jamaica Act, 2010; Government of Jamaica Records and Information Management Policy and Procedures, 2018	Human Resource Management Department
		903/4/1/1	Circulation Logs		12 years, then review	7 years	5 years	0 years							Shredding/Grinding	6 months before the end of retention period.	Copyright Act, 1993 (Amended 2015); National Library of Jamaica Act, 2010; Government of Jamaica Records and Information Management Policy and Procedures, 2018	Human Resource Management Department
		903/4/2	Interlibrary Loans		9 years, then review	5 years	4 years	0 years							Shredding/Grinding	6 months before the end of retention period.	Copyright Act, 1993 (Amended 2015); National Library of Jamaica Act, 2010; Government of Jamaica Records and Information Management Policy and Procedures, 2018	Human Resource Management Department
		903/4/3	Exhibitions		9 years, then review	5 years	4 years	0 years							Shredding/Grinding	6 months before the end of retention period.	Copyright Act, 1993 (Amended 2015); National Library of Jamaica Act, 2010; Government of Jamaica Records and Information Management Policy and Procedures, 2018	Human Resource Management Department
		903/4/4	Associations and Networks		9 years, then review	5 years	4 years	0 years							Shredding/Grinding	6 months before the end of retention period.	Copyright Act, 1993 (Amended 2015); National Library of Jamaica Act, 2010; Government of Jamaica Records and Information Management Policy and Procedures, 2018	Human Resource Management Department
		903/4/5	User Awareness		9 years, then review	5 years	4 years	0 years							Shredding/Grinding	6 months before the end of retention period.	Copyright Act, 1993 (Amended 2015); National Library of Jamaica Act, 2010; Government of Jamaica Records and Information Management Policy and Procedures, 2018	Human Resource Management Department
		903/4/6	Reference Services		9 years, then review	5 years	4 years	0 years							Shredding/Grinding	6 months before the end of retention period.	Copyright Act, 1993 (Amended 2015); National Library of Jamaica Act, 2010; Government of Jamaica Records and Information Management Policy and Procedures, 2018	Human Resource Management Department
		903/5/1	Weeding List		Permanent										Shredding/Grinding	Permanent	Copyright Act, 1993 (Amended 2015); National Library of Jamaica Act, 2010; Government of Jamaica Records and Information Management Policy and Procedures, 2018	Human Resource Management Department
		903/5/2	Disposal		Permanent										Shredding/Grinding	Permanent	Copyright Act, 1993 (Amended 2015); National Library of Jamaica Act, 2010; Government of Jamaica Records and Information Management Policy and Procedures, 2018	Human Resource Management Department
	1000 - Security Management	1001/1/1	Security Management - Policies		Supercoded, plus 2 years, then review	Until Supercoded	2 years after supercoded	0 years							Shredding/Grinding	6 months before the end of retention period.	ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection — Information security management systems — Requirements; Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Security and IT Risk Management
		1001/1/2	Security Management - Procedures		Supercoded, plus 2 years, then review	Until Supercoded	2 years after supercoded	0 years							Shredding/Grinding	6 months before the end of retention period.	ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection — Information security management systems — Requirements; Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Security and IT Risk Management
		1001/1/3	Security Management - Standards		Supercoded, plus 2 years, then review	Until Supercoded	2 years after supercoded	0 years							Shredding/Grinding	6 months before the end of retention period.	ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection — Information security management systems — Requirements; Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Security and IT Risk Management
		1001/2/1	Assignment of Responsibilities- Rosters		3 years, then review	1 year	2 years	0 years							Shredding/Grinding	6 months before the end of retention period.	ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection — Information security management systems — Requirements; Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Security and IT Risk Management

		1001/2/2	Assignment of Responsibilities: Logs		7 years, then review	1 year	6 years	0 years						Shredding/Grinding	6 months before the end of retention period.	ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection — Information security management systems — Requirements; Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Security and IT Risk Management
		1002/1	System Implementation		10 years, then review	7 years	3 years	0 years						Shredding/Grinding	6 months before the end of retention period.	ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection — Information security management systems — Requirements; Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Security and IT Risk Management
		1002/2/1/1	Administration of Personnel Security: Access Management - Access Logs		3 years, then review	1 year	2 years	0 years						Shredding/Grinding	6 months before the end of retention period.	ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection — Information security management systems — Requirements; Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Security and IT Risk Management
		1002/2/2	Administration of Personnel Security: Access Management - Visitors Management		3 years, then review	1 year	2 years	0 years						Shredding/Grinding	6 months before the end of retention period.	ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection — Information security management systems — Requirements; Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Security and IT Risk Management
		1003/1/1	Video Surveillance		3 years, then review	1 year	2 years	0 years						Shredding/Grinding	6 months before the end of retention period.	ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection — Information security management systems — Requirements; Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Security and IT Risk Management
		1003/1/2	Patrol Log		3 years, then review	1 year	2 years	0 years						Shredding/Grinding	6 months before the end of retention period.	ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection — Information security management systems — Requirements; Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Security and IT Risk Management
		1003/2/1	System Maintenance: Service Reports		Supercoded, plus 2 years, then review	Until Supercoded	2 years after supercoded	0 years						Shredding/Grinding	6 months before the end of retention period.	ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection — Information security management systems — Requirements; Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Security and IT Risk Management
		1003/2/2	System Maintenance: Maintenance Logs		Supercoded, plus 2 years, then review	Until Supercoded	2 years after supercoded	0 years						Shredding/Grinding	6 months before the end of retention period.	ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection — Information security management systems — Requirements; Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Security and IT Risk Management
		1003/3	Incident Reporting		7 years, then review	1 year	2 years	3 years						Shredding/Grinding	6 months before the end of retention period.	ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection — Information security management systems — Requirements; Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Security and IT Risk Management
1100 - Legal Services		1101/3/1	Commercial Affairs: Application Development		15 years, then review	7 years	3 years	5 years						Shredding/Grinding	6 months before the end of retention period.	Data Protection Act, 2020; Access to Information, 2002; Public Procurement Act, 2015; Government of Jamaica, Records and Information Management Policy and Procedures, 2018	CEO's Office/Client Relations Unit/Human Resources Management Department
		1101/3/2	Commercial Affairs: Bio Pay		15 years, then review	7 years	3 years	5 years						Shredding/Grinding	6 months before the end of retention period.	Data Protection Act, 2020; Access to Information, 2002; Public Procurement Act, 2015; Government of Jamaica, Records and Information Management Policy and Procedures, 2018	CEO's Office/Client Relations Unit/Human Resources Management Department
		1101/3/3	Commercial Affairs: Broad Band		15 years, then review	7 years	3 years	5 years						Shredding/Grinding	6 months before the end of retention period.	Data Protection Act, 2020; Access to Information, 2002; Public Procurement Act, 2015; Government of Jamaica, Records and Information Management Policy and Procedures, 2018	CEO's Office/Client Relations Unit/Human Resources Management Department
		1101/3/4	Commercial Affairs: Disaster Recovery Management Services		15 years, then review	7 years	3 years	5 years						Shredding/Grinding	6 months before the end of retention period.	Data Protection Act, 2020; Access to Information, 2002; Public Procurement Act, 2015; Government of Jamaica, Records and Information Management Policy and Procedures, 2018	CEO's Office/Client Relations Unit/Human Resources Management Department
		1101/3/5	Commercial Affairs: eMail Services		15 years, then review	7 years	3 years	5 years						Shredding/Grinding	6 months before the end of retention period.	Data Protection Act, 2020; Access to Information, 2002; Public Procurement Act, 2015; Government of Jamaica, Records and Information Management Policy and Procedures, 2018	CEO's Office/Client Relations Unit/Human Resources Management Department
		1101/3/6	Commercial Affairs: ICT Consultancy		15 years, then review	7 years	3 years	5 years						Shredding/Grinding	6 months before the end of retention period.	Data Protection Act, 2020; Access to Information, 2002; Public Procurement Act, 2015; Government of Jamaica, Records and Information Management Policy and Procedures, 2018	CEO's Office/Client Relations Unit/Human Resources Management Department
		1101/3/7	Commercial Affairs: Infrastructure As A Service (IaaS)		15 years, then review	7 years	3 years	5 years						Shredding/Grinding	6 months before the end of retention period.	Data Protection Act, 2020; Access to Information, 2002; Public Procurement Act, 2015; Government of Jamaica, Records and Information Management Policy and Procedures, 2018	CEO's Office/Client Relations Unit/Human Resources Management Department
		1101/3/8	Commercial Affairs: Pay Gate Services		15 years, then review	7 years	3 years	5 years						Shredding/Grinding	6 months before the end of retention period.	Data Protection Act, 2020; Access to Information, 2002; Public Procurement Act, 2015; Government of Jamaica, Records and Information Management Policy and Procedures, 2018	CEO's Office/Client Relations Unit/Human Resources Management Department
		1101/3/9	Commercial Affairs: Web Services		15 years, then review	7 years	3 years	5 years						Shredding/Grinding	6 months before the end of retention period.	Data Protection Act, 2020; Access to Information, 2002; Public Procurement Act, 2015; Government of Jamaica, Records and Information Management Policy and Procedures, 2018	CEO's Office/Client Relations Unit/Human Resources Management Department
1200 - Office Management		1201/1/1	Telephone Log Book		5 years, then review	3 years	2 years	0 years						Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Administration Division

		1201/1/2	Directory		5 years, then review	3 years	2 years	0 years						Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Administration Division
		1201/2/1	Call Accounting: Calls Report		6 years, then review	3 years	3 years	0 years						Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Administration Division
		1201/2/2	Call Accounting: Staff Bills		2 years, then review	2 years	0 years	0 years						Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Administration Division
		1202/1/1	Daily Cleaning Schedules		6 years, then review	3 years	3 years	0 years						Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Administration Division
		1202/1/2	Quarterly Cleaning Schedules		6 years, then review	3 years	3 years	0 years						Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Administration Division
		1202/1/3	Special Cleaning Schedules		6 years, then review	3 years	3 years	0 years						Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Administration Division
		1202/2/1/1	Canteen Operations		Permanent									Shredding/Grinding	Permanent	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Administration Division
		1202/2/1/2	Utensils and Equipment Log		15 years, then review	7 years	3 years	5 years						Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Administration Division
		1202/2/1/3	Canteen Requisition		7 years, then review	3 years	4 years	0 years						Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Administration Division
		1202/2/2	Laundry Services		Permanent									Shredding/Grinding	Permanent	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Administration Division
		1202/3/1	Bearer/Driver Services		7 years, then review	3 years	4 years	0 years						Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Administration Division
		1202/3/2	Courier Services		7 years, then review	3 years	4 years	0 years						Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Administration Division
		1202/4	Furniture Maintenance		7 years, then review	3 years	4 years	0 years						Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Administration Division
		1202/5/1	Equipment Maintenance: Unibinder Machine		18 years, then review	7 years	5 years	6 years						Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Administration Division
		1202/5/2	Equipment Maintenance: Computers		18 years, then review	7 years	5 years	6 years						Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Administration Division
		1202/5/3	Equipment Maintenance: Photocopiers		18 years, then review	7 years	5 years	6 years						Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Administration Division
		1202/5/4	Equipment Maintenance: Printers		18 years, then review	7 years	5 years	6 years						Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Administration Division
		1202/5/5	Equipment Maintenance: Shredders		18 years, then review	7 years	5 years	6 years						Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Administration Division
		1202/5/6	Equipment Maintenance: Type Writers		18 years, then review	7 years	5 years	6 years						Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Administration Division
		1203/1/1	Utility Registers: Electricity Logs		7 years, then review	3 years	4 years	0 years						Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Administration Division
		1203/1/2	Utility Registers: Water Logs		7 years, then review	3 years	4 years	0 years						Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Administration Division
		1203/2/1	Utility Maintenance: Cable		Permanent									Shredding/Grinding	Permanent	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Administration Division
		1203/2/2	Utility Maintenance: Cooking Gas		Permanent									Shredding/Grinding	Permanent	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Administration Division
		1203/2/3	Utility Maintenance: Electricity		8 years, then review	4 years	4 years	0 years						Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Administration Division
		1203/2/4	Utility Maintenance: Internet		8 years, then review	4 years	4 years	0 years						Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Administration Division
		1203/2/5	Utility Maintenance: Plumbing		8 years, then review	4 years	4 years	0 years						Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Administration Division
		1203/2/6	Utility Maintenance: Telephone		8 years, then review	4 years	4 years	0 years						Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Administration Division
		1203/2/7	Utility Maintenance: Water		8 years, then review	4 years	4 years	0 years						Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Administration Division
		1203/3	Reconciliation of Utilities		8 years, then review	4 years	4 years	0 years						Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Administration Division
	1300 - Events Management	1301/1	Procedures/Guidelines		Superseded, plus 2 years, then review	Until Superseded	2 years after superseded	0 years						Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Human Resource Management Department
		1301/2/1	Event Planning: End of Year Event		5 years, then review	2 years	3 years	0 years						Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Human Resource Management Department

		1301/2/2	Event Planning: Fairs		5 years, then review	2 years	3 years	0 years					Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Human Resource Management Department
		1301/2/3	Event Planning: Lunch Hour Sessions		5 years, then review	2 years	3 years	0 years					Shredding/Grinding	6 months before the end of retention period.	Government of Jamaica, Records and Information Management Policy and Procedures, 2018	Human Resource Management Department