



Retention Schedule for Records of the Headquarters Committee on Contracts and Property Survey Board

Date Published: 14/02/2006

Local Archive = Move to semi-active storage; Interim Archive = Transfer to ARMS; Permanent Archive = Transfer to ARMS for permanent storage

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Schedule No.	Title	Transfer to	Destruction	Notes	Source	Active from
CCPSB001	Headquarters Committee on Contracts and Property Survey Board Minutes of Meetings and Presentations, Chairman's Records	Local Archive after Date Closed Interim Archive 5 Years after Date Closed	Destroy Permitted Destroy 6 Years after Date Registered	Office of record: Headquarters Committee on Contracts and Property Survey Board, OCSS, Department of Management.	ARMS	27/08/2004
CCPSB002	Working Files of the Chairman	Local Archive after Date Closed Interim Archive 5 Years after Date Closed	Destroy Permitted Destroy 4 Years after Date Registered	Office of record: Headquarters Committee on Contracts and Property Survey Board, OCSS, Department of Management.	ARMS	27/08/2004
CCPSB003	Headquarters Committee on Contracts and Property Survey Board Minutes of Meetings and Presentations, Secretary's Records	Local Archive after Date Closed Interim Archive 5 Years after Date Closed	Destroy Permitted Destroy 5 Years after Date Registered	Office of record: Headquarters Committee on Contracts and Property Survey Board, OCSS, Department of Management.	ARMS	27/08/2004