



Movement & Transport Issued: 2017

Schedule No.	Record Series Title	Description	Total Retention	Disposition	Vital	Office of Record	Notes
CAS.MVT101	Policy and Procedures	SOP's, policy, guidance and guidelines related to Transport matters.	P	A		FCAS/TTS	
CAS.MVT102	Reporting	Statistical reports relating to shipment and travel	C+3	D		FCAS/TTS	
CAS.MVT103	Parking management	Records relating to parking matters including internal memoranda and reports on parking violations and incidents.	T+1	D		FCAS/TTS	T= Resolution of issue
CAS.MVT104	Shipment of personal effects	Records relating to the shipment of personal effects for the relocation of staff members as requests, registration confirmations, correspondence with staff members	C+5	D		FCAS/TTS	See PD for contract management and correspondence with vendors
Retention codes: C=Current Year; T=Termination or completion of programme or project							
Disposition codes: A=Review for Archival (permanent); D=Destroy							

