

Archival Loss Register Retention Document

Document Title	Archival Loss Register	Date Prepared	2024-06-12
Department	Records & Archives Management		
Retention Period	10 Years	Disposition Method	Permanent/Review

LOSS REGISTER DETAILS

#	Record Identifier	Date of Loss	Description of Record	Reason for Loss	Reporting Person	Remarks
1	ARC/2022/0198	2024-05-28	Property Title Deed - Lot 44	Physical Damage (Flood)	Jane Doe	Irrecoverable
2	ARC/2021/0033	2023-11-13	Staff Employment Records (Batch 2018)	Misplaced during relocation	Mohammad Ali	Investigated, not recovered

SIGN-OFF

Prepared By	Date	Verified By	Date	Approved By	Date
Anna Lee	2024-06-12	Samuel King	2024-06-12	Director, RM	2024-06-13

IMPORTANT NOTES

- All losses must be reported immediately to the Records & Archives department.
- Each loss entry should be thoroughly investigated, and findings recorded.
- The retention of this register is permanent unless otherwise specified by law or policy.
- Ensure sign-off and approval before registering the loss record as final.
- Supporting documentation for each loss (investigation reports, correspondence, etc.) should be attached where possible.