Accession Register and Tracking Information - Closed Records Store [electronic list on SharePoint 2010]

Closed Records Store Admin			Depositor Details		Record Details				Volume	Retention Informati	
Box Label	Box Label		Box Label	Box Label	Box label	Box Label	Box Label		Box Label	Box Labe	Box Label
Box number	Location	Date of deposit	Department and Service	Contact Details	File reference or number	File Title - e.g. Surname/Property Name/File Title	First Name or Optional Identification Information	Date of birth/Date of project/Date	Number of files	Retention Period	Fate of record (file) - Destruction Date

This document has been supplied for use with the Public Records (Scotland) Act 2011
http://www.nas.gov.uk/recordKeeping/prsa/modelPlanGuidance.asp

Legal Information	**File Retrieval Tracking**					**Scanning Requirements**		**Notes**
Box Label								
Record required to be kept as paper	**Requestor - name, contact details, delivery address**	**Date of request**	**Date of production**	**Date of Return**	**Retrieved by**	**Scanning Instructions**	**Destruction after Scanning authorised**	**Notes**