



Appendix B: Sample destruction log

Description of Records/ Class of records	Authority QDAN + Version No.	Reference Number	Minimum retention period met	Due for destruction	Date destroyed
Applications for agency grants under XYZ Grant Scheme 2000/2001					
- Successful	QDAN 249 v.2.1	2.1.31	31/07/2001	31/07/2006	
- Unsuccessful	QDAN 249 v.2.1	2.1.32	31/07/2001	31/07/2002	
(Tip: include date range. For subject files, include description of records that have longest retention period.)			(Tip: add date of last action, e.g. employee's date of birth + date of separation)	(Tip: may be past or future dates)	