

NMC Records Transfer Schedule

To: The Records Manager, Organisational Development Directorate

From: The Income Team Manager, Finance Directorate

Message: Please arrange for the following boxes to be stored offsite

Barcode (for Records use only)	Dept Code (Alternate code)	Contents and dates (dd/mm/yy)	Retention period	Destroy Date dd/mm/yy	Object Code (carton size: S7030, S7050 or S7060)	Number of cartons in this batch
7508281427	FINI00098	Cash Income reports 05/04/01-22/05/01, 410002676-410004094	fy+6	Apr-08	S7030	1
7508281428	FINI00099	Cash Income reports 24/05/01-09/06/01, 11/06/01-25/06/01, 25/06/01-09/07/01	fy+6	Apr-08	S7030	2
7508281429	FINI00100	Cash Income reports 10/07/01-24/07/01, 24/07/01-08/08/01, 08/08/01-17/08/01	fy+6	Apr-08	S7030	3
7508281430	FINI00101	Cash Income reports 20/08/01-23/08/01, 31/08/01-11/09/01, 12/09/01-21/09/01	fy+6	Apr-08	S7030	4
7508281431	FINI00102	Cash Income reports 24/09/01-02/10/01, 03/10/01-12/10/01, 15/10/01-24/10/01	fy+6	Apr-08	S7030	5
7508281432	FINI00103	Cash Income reports 25/10/01-01/11/01, 06/11/01-12/11/01, 13/11/01-22/11/01	fy+6	Apr-08	S7030	6
7508281433	FINI00104	Cash Income reports 23/11/01-04/12/01, 05/12/01-17/12/01, 18/12/01-31/12/01	fy+6	Apr-08	S7030	7
7508281434	FINI00105	Cash Income reports 02/01/02-14/01/02, 17/01/02-24/01/02, 25/01/02-30/01/02	fy+6	Apr-08	S7030	8
7508281435	FINI00106	Lockbox + HOC listings 01/03/00-28/04/00, 02/05/00-30/06/00, 01/07/00-31/08/00, General Ledger journals 31/03/00-31/03/01	fy+6	Apr-07	S7030	9
7508281436	FINI00107	Lockbox + HOC listing 01/09/00-31/10/00, 01/11/00-29/12/00, 02/01/01-28/02/01	fy+6	Apr-07	S7030	10
7508281437	FINI00108	Lockbox + HOC listing 01/03/01-30/04/01, 01/05/01-31/05/01, 01/06/01-31/07/01	fy+6	Apr-08	S7030	11
7508281438	FINI00109	HOC giros 02/04/01-31/07/01	fy+6	Apr-08	S7030	12
7508281439	FINI00110	HOC giros 01/08/01-31/11/01	fy+6	Apr-08	S7030	13
7508281440	FINI00111	Unpaid cheques 22/09/00-30/03/01	fy+6	Apr-07	S7030	14
7508281441	FINI00112	Unpaid cheques 02/04/01-17/09/01, 18/09/01-31/01/02	fy+6	Apr-08	S7030	15
7508281442	FINI00113	Unpaid cheques 01/02/02-31/08/02	fy+6	Apr-09	S7030	16
7508281443	FINI00114	Bank statements 01/02/01-14/09/01 - originals, 01/03/01-31/01/02	fy+6	Apr-08	S7030	17
7508281444	FINI00115	Bank statements 01/08/00-28/02/01, Fee batch control form 05/08/02-13/01/02	fy+6	Apr-08	S7030	18
7508281445	FINI00116	Bank statements 01/02/02-31/05/02	fy+6	Apr-09	S7030	19
7508281446	FINI00117	Cash Income reports 31/01/02-05/02/02, 06/02/02-16/02/02, 18/12/02-21/02/02	fy+6	Apr-08	S7030	20
7508281447	FINI00118	Cash Income reports 25/02/02-28/02/02, 01/03/02-11/03/02, 12/03/02-15/03/02	fy+6	Apr-08	S7030	21
7508281448	FINI00119	Cash Income reports 18/03/02-22/03/02	fy+6	Apr-08	S7030	22
7508281449	FINI00120	Cash Income reports 25/03/02-05/04/02, 08/04/02-16/04/02	fy+6	Apr-09	S7030	23
7508281450	FINI00121	Cash Income reports 17/04/02-30/04/02, 01/05/02-11/05/02, 13/05/02-22/05/02	fy+6	Apr-09	S7030	24
7508281451	FINI00122	Cash Income reports 23/05/02-05/06/02, 05/06/02-19/06/02	fy+6	Apr-09	S7030	25
7508281452	FINI00123	Cash Income reports 19/06/02-28/06/02, 02/07/02-15/07/02	fy+6	Apr-09	S7030	26
7508281453	FINI00124	Cash Income reports 15/07/02-30/07/02, 31/07/02-08/08/02, 09/08/02-20/08/02	fy+6	Apr-09	S7030	27
7508281454	FINI00125	Cash Income reports 21/08/02-3/09/02, 04/09/02-17/09/02	fy+6	Apr-09	S7030	28
7508281455	FINI00126	Cash Income reports 17/09/02-27/09/02, 28/09/02-11/10/02	fy+6	Apr-09	S7030	29
7508281456	FINI00127	Cash Income reports 12/10/02-25/10/02, 26/10/02-12/11/02	fy+6	Apr-09	S7030	30

Number of cartons: 30 **Carton Dept Reference Codes: FINI00098 - FINI00127**

Listed by: Sonal Mistry

List and record contents checked by: Kemi Bull

Date: 16-Feb-05

Dept. File Reference: N//Finance/Income/Inventory/FINI00098~127

For Records Department use:

Transferred to off-site storage company by: Christine Simmons

On: 02-Apr-05