

File Disposal

R Dis	Retain	The files those are to be retained permanently
D Dis	Destroy	The files those are to be destroyed after 10 years
K Dis	Keep	The files those are to be destroyed after 3 years
L Dis	Lodge	The files those are to be destroyed after 1 year
N Dis	Need not be retained	The files those are to be sent out in original
F Dis	Filed	The files those are to be filed
X		Marked on a paper need not be registered
XN		Do not register but return in original
XL		Does not register but lodged.

