

SCHEDULE 2

(Paragraph 18(2))

MAINTENANCE OF PUBLIC RECORDS

Class of Records	Minimum Period of Preservation
1. Principal Treasury ledger, cash books and principal journals	20 years
2. Abstracts and subsidiary journals and records	7 years
3. Vouchers	7 years
4. Special ledgers and records, e.g. loan registers	20 years
5. Establishment and salary records which may be required for superannuating purposes	60 years
6. Magnetic tapes, electronic media	60 years