



Unit Documents – Standard Retention Checklist

District _____

Unit Name _____

Year ending _____

DATE	EVENT	SG.1	SG.2	SG.3	SG.4	SG.5	SG.6/7	H.3	H.4 - 7	WA forms	INS.01*
Tick SG.1, SG.3 SG.4 and SG.6/7 event.		Shaded columns - please indicate number of documents enclosed for that event.									

* Incident forms – INS.01 copies of ones sent to the provincial office, as well as ANY not already transmitted to the office should be included

<i>For office use</i>	
Date received _____	Reference number _____
Reference _____	Destruct date _____