**{{ Archiving\_Register }}**

| **ROOM №** | **RACK №** | **SHELF №** | **BOX №** | **FOLDER №** | **Document(s) title** | **Document(s) date (issuance/ approval date/ period)** | **Unique code(s) / number(s)** | **Document(s) type** | **Doc. owner (Dept, Team)** | **Revision date** | **Document(s) size (pages, no. of folders)** | **Current status** **A = ArchivedL = Loaned D = Destroyed** | **Loan date** | **Loaned to** | **Return date** | **Destruction date** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| **Documents registered by {{ Archivarius }}** |
| **Name** |  |
| **Date** |  |
| **Signature** |  |