**A3 Archiving Procedure**

**Appendix 1b**

**STAFF FILE**

|  |
| --- |
| **FULL NAME:** |
| **DATE OF BIRTH:** |
| **NATIONAL INSURANCE NUMBER:** |
| **PERSONNEL NUMBER:** |
| **DATE OF COMMENCMENT INTO THE SERVICE:** |
| **TERMINATION DATE:** |
| **FILE\_\_\_\_\_\_ OF \_\_\_\_\_\_\_** |

**STAFF FILE**

|  |
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| **FULL NAME:** |
| **DATE OF BIRTH:** |
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