

**PRINT ON DEPARTMENTAL HEADED PAPER**

[APPENDIX 4]

National Archives Act, 1986, Regulations, 1988

RETENTION OF DEPARTMENTAL RECORDS OR PART(S) THEREOF PURSUANT TO SECTION 8(2)

Form for use by Certifying Officers

**CERTIFICATE**

I hereby certify that, pursuant to section 8(2) of the National Archives Act, 1986, the record(s) (or class(es) of records) described below or the attached schedule is/are in regular use in this Department or is/are required in connection with its administration and that its/their transfer to the National Archives would seriously interfere with the administration of this Department/Office/Court.

Records referred to above:

---

Certifying Officer,

Department/Office/Court:

Date:

REVIEW DATE:

Date not later than which the record(s) must be reviewed (day, month, year, 5 years hence)

Notes:

1. This form may be used in connection with a class or classes of records only if the class or classes have been prescribed by an order made by the Taoiseach under section 8(11) of the National Archives Act, 1986.
2. This/these record(s) must be reviewed at least once in every period of five years commencing on the 1 January on which they would otherwise have been made available for public inspection, with a view to their being transferred to the National Archives and/or made available for public inspection