

## **Government Records Procedure GRO 2**

# ***Transferring Government Records***

## PROCEDURE GRO 2: *Transferring Government Records*

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## PURPOSE

Transferring records to the Government Records Centre (GRC) is a regulated process to ensure that records are managed in accordance with records management best practices.

The process is designed to ensure that:

- records are being managed according to approved records schedule provisions
- records can be retrieved
- records destruction is accountable and transparent
- records being transferred to archival custody for permanent preservation will have appropriate contextual and content information

This procedure provides instructions for preparing analogue (physical) records for transfer to the GRC.

Procedures for local destruction of government records in remote locations are also provided.

Related Procedures:

[GRO 1 Preparing Records Schedules](#)

[GRO 3 Retrieving Records](#)

## AUTHORITY

[The Archives and Recordkeeping Act](#), C.C.S.M. c. A132

## POLICY

The Government Records Centre is the official facility for:

- storing semi-active records during the scheduled retention period
- overseeing secure disposal of records authorized for destruction
- receiving records authorized to be transferred to the Archives for permanent preservation
- recording and tracking records management actions on transferred records

Only records covered by an approved Records Schedule may be transferred to the Government Records Centre. Records must be transferred in accordance with the provisions of the Records Schedule and the procedures set by the Government Records Office.

All records destruction, regardless of format or location, must be carried out in accordance with Government Records Office policies and procedures.

- In Winnipeg and vicinity, all physical records destruction is centrally and securely managed by the Government Records Centre.
- In regional offices outside Winnipeg, departments may opt to use private shredding services in accordance with procedures established by the Government Records Office (See [Local Destruction Procedure](#), page 16).
- In certain cases a shredder may be permitted, see the policy on [Office Paper Shredders](#).
- For electronic records, please contact the [Government Records Office](#) for interim procedures.

Departments and agencies are charged for some Government Records Centre services. For current storage charges, please contact the [Government Records Office](#).

## RECORDS TRANSFER PROCESS

### DESCRIPTION

Records Schedules provide a timetable for retaining records in the creating office and the Records Centre, and for disposal (destruction or transfer to Archives) at the end of the retention period.

Records are transferred to GRC at one of the following points:

- when the office retention period is up and records are ready to be moved to GRC for the remainder of the retention period (semi-active storage), or
- when the Records Schedule does not provide for semi-active storage at GRC and/or the disposal date has been reached. At this point, records are due for immediate destruction or transfer to Archives.

The transfer process involves:

- determining what records are ready to be transferred
- physically packing the records
- completing and forwarding a Records Transfer List which cites the Records Schedule and serves as a request to transfer the records
- shipping the records once notified by GRC
- receiving and maintaining documentation of the transfer including GRC or Archives storage locations, or confirmation of immediate destruction

Records transfers are recorded in the Government Records information system (MIRA) which assigns a unique transfer number, tracks storage locations and calculates disposal dates.

## **ROLES AND RESPONSIBILITIES IN THE TRANSFER PROCESS:**

### ***Program Managers and Office Staff***

- Ensures that the provisions of all Records Schedules are followed, and that records are regularly transferred to the GRC as provided by each Schedule.
- Physically prepares records for transfer, completes Records Transfer Lists, forwards lists to department/agency Records Officer, and oversees transportation (shipping) of records.
- Maintains copies of Records Transfer Lists showing records stored in GRC, for use in retrieving records.
- Maintains copies of Records Transfer Lists showing Archives storage locations, for use in accessing records transferred to Archives.

### ***Records Officers***

- Maintains a master set of Records Schedules for the department/agency and communicates Government Records Office procedures to department/agency staff responsible for managing records.
- Ensures Records Transfer Lists are complete and accurate in consultation with the transferring office. Resolves minor issues before the lists are sent to the GRC.
- Sends Records Transfer Lists to the GRC.
- Acts as direct contact with GRC to resolve problems and receive copies of the lists after the records have been transferred.
- Sends copies of lists with storage locations, or confirmation of immediate destruction, to the transferring office.

### ***Government Records Centre (GRC), Archives of Manitoba***

- Provides centralized records storage, retrieval and destruction services for all government departments and agencies.
- Communicates with Records Officers and department/agency staff to resolve problems with Records Transfer Lists or records shipments.
- Gives shipping notification to department/agency when ready to receive records.
- Maintains transfer documentation and tracks all transfer and disposal actions.

### ***Government Records Office (GRO), Archives of Manitoba***

- Sets policies and procedures for transferring records and managing Government Records Centre operations.
- Provides advice to department/agency Records Officer and office responsible for records, when required.

### ***Government and Private Sector Archives (GPSA), Archives of Manitoba***

- Preserves and provides access to archival records following their scheduled transfer to the Archives.
- Reviews Records Transfer Lists for archival records.

## FORMS

The following forms are on the [Government Recordkeeping](#) web site:

- Records Transfer List
- Records Transfer List Attachment
- e-Request to Transfer Non-Filed Office Paper (transitory records only)

## SUPPLIES

### NEW GRC BOXES

Only new boxes can be used for records due for storage or immediate transfer to Archives. These purpose-made GRC boxes are designed to fit the facility shelving and ensure safe and efficient handling of records. They accommodate various standard sizes of government records.

New boxes are available for order from [Materials Distribution Agency](#):  
*catalogue item: SAP #068357*

### USED GRC BOXES

Used GRC boxes with a temporary label are permitted for records due for immediate destruction, and not subject to any hold on destruction.

Used GRC boxes are free and are available from the Government Records Centre. Contact [GRC](#).

### LABELS

Two types of temporary labels are available for use with the used GRC boxes. A printable version in pdf format is available on the [Government Recordkeeping](#) web site and the traditional adhesive labels are available by contacting [GRC](#).

### PACKING TAPE

Transparent, 2 inch wide tape is used to seal GRC boxes and custom records containers. Rolls of premium grade packing tape are available for order from [Materials Distribution Agency](#):

*catalogue item: SAP #003708*

### ODD-SIZED CONTAINERS

For odd-sized records that do not fit in the standard GRC boxes, contact [GRC](#) for special orders of custom-designed boxes and containers. Adhesive labels must be used for custom-designed boxes and oversized bundles of records.

## INSTRUCTIONS

### GETTING STARTED

#### 1. Documentation

Before preparing records for transfer, staff should have:

- complete and up-to-date copies of the approved Records Schedules for their office
- [forms](#) and [supplies](#) listed above

#### 2. Identifying Records to be Transferred

Each office will establish a routine for transferring records, depending on the particular records they keep, and the specific provisions of the Records Schedules. In the case of a typical large file system, files will be closed annually and each year the office will transfer a single year's files that are ready to be moved to the Government Records Centre. In other cases, records may be transferred less frequently or according to different rules. For example: files may be too slight to be closed annually or may be arranged so that they include records of varying dates; or file closure may be based on an event or trigger such as project completion, contract expiry or reformatting of records, rather than a simple time period. In these cases, records spanning more than one year may be transferred at the same time.

To determine what records are ready to be transferred:

- Refer to field 20 of the Schedule, which shows how long the records are to be kept in the office.
- The office retention period is usually a number of years: for example, 2 years. This means the records must be kept for 2 full years (minimum), and will be ready for transfer at the beginning of the year following.
- If the office retention is "Current Year" only, the records are due to be transferred at the beginning of the year following.

*Note: Only records belonging to the scheduled records series may be transferred. Non-record material, such as books, newspapers and other published items, should not be included.*

#### 3. The 'Transfer'

The basic unit for managing records at the Government Records Centre is the 'transfer'. Since this affects how records must be packed and listed, it is helpful to understand how the 'transfer' system works.

A 'transfer' is a group of records:

- covered by **one** Records Schedule and by **one** numbered component if the Schedule has an attachment with series components; *and*
- having the same disposal date; *and*
- shipped together to the Government Records Centre.

Each 'transfer':

- is handled as a unit for the purpose of semi-active storage and final disposal (whether destruction or transfer to Archives)
- is given a unique transfer number for tracking
- must have a corresponding Records Transfer List

The Records Transfer List is the basic documentation of the 'transfer'. It follows the records through semi-active storage to final disposition. The List documents the receipt, storage and disposal actions for that transfer.

#### 4. Practical Implications for Packing and Listing

**Original order** of the records should be maintained. Pack records in the same order in which they are filed or maintained in the office.

Records from separate 'transfers' **must not be packed together** in the same box and must be listed on **separate Records Transfer Lists**.

*Exception: if working on a backlog of records due for transfer, or if one year of records does not fill a box, contact [Government Records Office](#) or [GRC](#) for additional instructions.*

### COMPLETING RECORDS TRANSFER LISTS

The Records Transfer List is the official record of what was transferred to the Government Records Centre for storage and disposition. It must be complete, accurate and legible.

For archival records, the Records Transfer List will be the permanent list of records in the Archives, and will be consulted by future users of the records.

Incomplete or incorrect lists will be returned for correction.

Instructions for completing each field of the Records Transfer List are provided below.

***Complete Records Transfer Lists  
as the records are packed.  
The Lists must correspond to the boxes.***



## Header Fields

Information in the following Header fields is based on the Records Schedule.

*Note: If the information in the Records Schedule is out of date, enter the current information and submit a [Records Schedule Amendment](#) to formally amend the Schedule (see [Procedure GRO 1, Preparing Records Schedules, Amendment](#)).*

### DEPARTMENT/AGENCY, BRANCH/OFFICE:

This information is taken directly from field 2 of the Records Schedule.

### BRANCH/OFFICE (continued):

Use this field where needed to indicate additional organizational levels such as Division, Branch, Program or Unit, specific regional location. This is not the place to record the address information.

*e.g. Court of Queen's Bench, Probate Division,  
Brandon Court Office*

*Community Service Delivery, Rural and Northern Services,  
Interlake – Selkirk*

### SERIES TITLE:

This should match the series title in field 3 of the Records Schedule.

Do not abbreviate or include dates of records or series component numbers/names.

### SCHEDULE NO.:

This should match the Records Schedule code and number from field 1 of the Schedule.

If it has been amended or revised, be sure to give the full Records Schedule number:

*e.g. CH/ITT 0058, J/ATG 0064A, etc.*

### ITEM NO.:

When applicable, give the series component number from the Series Components Attachment of the Records Schedule. This only applies to Records Schedules with a Series Components Attachment. Otherwise, leave blank.

*Note: Separate components must be boxed, listed separately and treated as a separate transfer.*

**DISPOSAL ACTION:**

The disposal action is indicated in field 21 of the Records Schedule, or in the Series Components Attachment where there is more than one component.

**D** = Destroy

**A** = Transfer to Archives

**D/A** = Destroy, “subject to archival selection”. This means that before the records are destroyed, Archives will review the records to determine if any portion should be retained permanently. Records Schedules that provide for this disposal action will have the phrase “subject to archival selection” in field 23 of the Schedule or the Series Components Attachment.

*Note: This refers to the **final disposal action**, following expiry of the full retention period. It is not used to indicate whether or not the records will be stored in the Records Centre prior to final disposal.*

**DISPOSAL DATE:**

Enter the exact date that the records in the ‘transfer’ are due for disposal, even if this date has passed (e.g. 01-04-2014). This date is calculated based on the latest date of the records in the ‘transfer’ and the retention period provided in the Records Schedule. (See [Appendix A: Calculating Disposal Dates.](#))

If the scheduled retention period is not expressed in years, but the records are to be transferred “immediately” or following some event or action (e.g. “after expiry of the contract”, “after termination of employee”, “when no longer required”), then the disposal date should be “IMMEDIATE”. Do not enter the current date.

**Box/Contents Fields****TEMP. BOX NO.:**

This is the number that the transferring office assigns to each box to be shipped.

The sequence of box numbers will normally correspond to the order of the records.

Do not use alpha-numeric numbers or codes.

Boxes with the same Records Schedule number that will be shipped together to the Government Records Centre, must have **unique box numbers**. Duplicate numbers are not permitted.

Ensure the temporary box numbers on the Records Transfer List correspond to the boxes.

Enter each box number on a separate line of the Records Transfer List, so that corresponding storage location numbers can be recorded by the Government Records Centre in the right-hand column.

*Exception: For records due for immediate destruction, and not subject to any hold on destruction, give the range of temporary box numbers on one line, e.g. 1 – 52.*

**DATES:**

For each box, enter the earliest and latest dates of the records in the “From” and “To” fields.

If the dates refer to fiscal rather than calendar years, indicate FY before the years.

*Note: The last date of the records is important because it is used to calculate the Disposal Date.*

**BOX CONTENTS**

The amount of information required in this field depends on the Disposal Action. Where the Disposal Action is:

**D “Immediate”:**

- Box contents information is not required.

**D with a Disposal Date in the past:**

- Box contents information is not required.

**D with a Disposal Date in the future:**

- Records will be stored at the GRC and may need to be retrieved for use by the office responsible for the records. The office responsible (transferring office) must keep a detailed list of the contents or file tracking information, which enables the office to specify, when retrieving a file, the name of the individual file and the specific box in which it is located. This detailed information is not required by the GRC, but must be kept by the transferring office. *Please do not send Records Transfer List Attachments for records that are ‘D.’*
- The Records Transfer List should provide only the range of records in each box:

*e.g. first and last file titles  
a range of the alphabet (for alpha case files)  
a range of file numbers*

**A or D/A:**

- **Detailed box contents information must be provided.** The box contents information will provide a permanent list of records in the Archives, and must be as accurate and detailed as possible.
- The Lists must be prepared in a finished, legible format suitable for reference use (i.e. typed, not handwritten).
- The Records Transfer List should provide the range of records in each box and the attachment should provide the detail.
- Please use the Records Transfer List Attachment for detailed listing:
  - Lists of contents must be provided as an attachment. In this case, the [Attachment form](#) should be used.
  - An additional column is provided for file numbers, to be used if needed in addition to file titles.

- As with the Records Transfer List, the Attachment must be prepared in a finished, legible format suitable for reference use (typed, not handwritten).
- In special cases where a different format is required for the attachment, this will be accepted *provided that* each page refers to the Records Schedule number and temporary box numbers, and the page size is a standard 8.5" X 11".
- File titles and other descriptive information should be listed in full. Do not use abbreviations or acronyms.
- File keys (file classification plans) will not be accepted. This is because they are generic in nature, and may not correspond exactly to the actual files in a transfer.

### Signature Fields

These fields must be completed on the Records Transfer List, or the list will be returned (see: [Submitting Records Transfer Lists](#)).

#### Transferring Officer signature and contact information:

The transferring officer (the person responsible for preparing the records and Lists) must complete this field to indicate that the information provided is accurate, and to provide contact information for use of the department/agency Records Officer and the GRC. An original signature is required; scans of signatures are not accepted.

#### Records Officer signature:

The Records Officer signs to confirm that he or she has reviewed the list and that the listing procedures have been followed. An original signature is required; scans of signatures are not accepted.

## PACKING RECORDS

***Complete Records Transfer Lists  
as the records are packed.  
The Lists must correspond to the boxes.***  
(See [Completing Records Transfer Lists](#))

### 1. New GRC Boxes

#### **Assembly:**

- Form the bottom of the box by folding the two short flaps in, then the two long flaps.
- Tape the long flaps along the seam with a single length of premium/heavy gauge transparent tape, to form a flat surface.
- DO NOT TUCK FLAPS IN.
- After packing the records, close and seal the top of the box in the same way.

#### **Packing:**

- Pack records in the same order in which they are filed or maintained in the office.
- DO NOT REMOVE records from file folders or other holders (i.e. binders, pockets).

- **Letter-sized files *must be packed facing the long side of the box***, not the short end – otherwise the boxes will bulge and not fit Government Records Centre shelving.
- **DO NOT OVERPACK.** Ensure that the flaps close completely to form a flat surface. Pack boxes loosely to allow easy retrieval of files and to ensure that the weight does not exceed 30 lbs.

#### **Completing the Box Fronts:**

Using a permanent black marker, complete only 2 fields on the box front:

- Records Schedule No.
- Temp. Box

This information must match the corresponding fields on the Records Transfer List (see [SCHEDULE NO.](#) and [TEMP. BOX NO.](#)).

*Note: Leave all other fields blank – these are for GRC use only.*

## **2. Odd-sized Records**

For records that do not fit in the standard GRC boxes, various container options are available for use with adhesive labels. Contact [GRC](#).

## **3. Used GRC Boxes**

#### **Assembly:**

- Form the bottom of the box by folding the two short flaps in, then the two long flaps.
- Tape the long flaps along the seam with a single length of premium/heavy gauge transparent tape, to form a flat surface.
- **DO NOT TUCK FLAPS IN.**
- After packing the records, close and seal the top of the box in the same way.

#### **Packing:**

- Used boxes can only be used for records due for immediate destruction (e.g. Non-Filed Office Paper) or records past due for destruction that are not on a disposal hold.
- **DO NOT OVERPACK.** Ensure that the flaps close completely to form a flat surface. Pack boxes to ensure that the weight does not exceed 30 lbs.

#### **Labelling:**

Two types of temporary labels are available for use with the used GRC boxes. A printable version in pdf format is available on the [Government Recordkeeping](#) web site and the traditional adhesive labels are available by contacting [GRC](#).

Using a permanent black marker, complete only 2 fields on the box front:

- Records Schedule No.
- Temp. Box

This information must match the corresponding fields on the Records Transfer List (see [SCHEDULE NO.](#) and [TEMP. BOX NO.](#)).

## SUBMITTING RECORDS TRANSFER LISTS

Print Records Transfer Lists single-sided. Large detailed attachments may be double-sided.

### Transferring Office:

- Sign the completed Records Transfer Lists and forward to the department/agency Records Officer for review and signing. **The original, signed lists must be forwarded – not faxed or scanned copies.**
- Retain a copy of all lists for reference and security purposes.
- DO NOT SHIP the records until notified by the GRC.

### Records Officer:

- Review the Records Transfer Lists to ensure they are complete and comply with this procedure. Use the [Checklist](#) (Appendix B) for review of records transfer lists. Any problems should be taken up directly with the Transferring Officer before submitting the lists to GRC.
- Sign the Lists and forward them to GRC (address is on the bottom of the form). **The original, signed lists must be forwarded – not faxed or scanned copies.**

*Note: Lists that are incomplete or have errors will be returned to the Records Officer or Transferring Officer for correction.*

## e-REQUEST OPTION FOR TRANSFER OF NON-FILED OFFICE PAPER ONLY

To transfer transitory, non-filed office paper records only, an e-request option is now available.

### Transferring Office:

- Open, complete, and submit the e-request [form](#).
- Retain a copy of the e-form for reference and security purposes.
- DO NOT SHIP the records until notified by the GRC.

*Note: When transferring non-filed office paper records with other scheduled records, a standard Records Transfer List should be prepared. Follow the instructions above in the "Submitting Records Transfer Lists" section, to ensure all records can be shipped on the same date.*

## SHIPPING RECORDS

Once the Records Transfer Lists are approved and entered into our records management tracking system, transferring offices will receive an email notice from the Government Records Centre (GRC) with a specific shipping date.

The records listed on the Notice must be shipped to GRC on the specified date. If it is not possible for the boxes to be shipped on the specified date, contact [GRC](#) to arrange an alternate date.

**DO NOT SHIP** records without authorization from GRC.

All transportation of records must be done by direct delivery service (using a secure, enclosed vehicle) to ensure same-day delivery to GRC, and to minimize the time records spend outside of government custody.

For regional offices where same-day delivery is not possible due to the distance from Winnipeg, the transferring office should arrange for a courier or trucking company that will provide secure, enclosed, overnight storage. Do not ship records on a Thursday or Friday because they should only be out of government custody for the shortest period possible – a day or two. No records should be shipped over a weekend period.

## CONFIRMATION OF TRANSFER AND STORAGE/DISPOSITION

Copies of the Records Transfer Lists will be returned to the department/agency Records Officer to confirm receipt of the records and storage or disposition actions. These should be forwarded to the transferring office, and retained for reference purposes.

The Lists will provide the following additional information:

### TRANSFER NO.

The unique number assigned to the 'transfer'.

### LIST NO.

This field will be completed ONLY for records transferred to Archives after the disposal date. The list number is a unique 'accession' number assigned by the Archives.

### LOCATION NO.

This field will be completed ONLY for records transferred for storage. Storage location numbers are unique for each box or unit of records.

These numbers must be quoted by the transferring office when requesting retrieval of records from semi-active storage at the GRC.

For records transferred to Archives after the disposal date, the location numbers will change to reflect Archives storage locations.

### RECEIVED BY/DATE

Signed and dated by Government Records Centre staff when the records are received.

Following final disposal of the records:

- **when the disposal action is Destroy**, the lists will be annotated to record the destruction date. Copies of the annotated lists are ONLY sent to the Records Officer when the records are destroyed immediately following receipt at the Government Records Centre.
- **when the disposal action is Transfer to Archives**, this action will take place automatically on the disposal date. The Records Officer will receive updated copies of the lists showing the new Archives storage locations (e.g. W-17-5-12). These should be forwarded to the transferring office and retained for reference purposes.



## LOCAL DESTRUCTION PROCEDURE

In consultation with the Government Records Office, records may be destroyed by a private shredding service in geographic areas outside Winnipeg only. This procedure must be followed:

1. Only records covered by an approved Records Schedule may be destroyed locally, and the retention and disposal provisions of the Schedule must be followed.
2. Regular packing and listing procedures must be followed. Records Transfer Lists must be submitted to GRC **in advance**, for verification and assignment of transfer numbers. These 'transfers' will be tracked in the Government Records tracking system, which records all disposal actions.

*Exception: Records Transfer Lists for Non-Filed Office Paper do not need to be submitted to the GRC. The department is responsible for carrying out steps 4 and 5.*

3. Records Transfer Lists will be returned to the department and, unless changes or corrections are required, **this constitutes approval to proceed with destruction.**
4. The destruction must be witnessed by an employee of the office responsible for the records.
5. The destruction must be officially documented on the Records Transfer Lists by completing the following fields of information that will be stamped on the returned lists:

**Destroyed by:** (*method, e.g. shredding, incineration*)

**At:** (*location*)

**Witnessed by:** (*signature of witnessing staff member*)

**Date:** (*date of destruction*)

The annotated Records Transfer Lists must be forwarded to the GRC.

Departments/agencies are responsible for all local destruction costs.

*Note:* Government offices using private shredding services should follow their department's policies with respect to the provisions of the *Freedom of Information and Protection of Privacy Act* (FIPPA), the *Personal Health Information Protection Act* (PHIA) and any other legislation governing information access and privacy.

## CONTACTS

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For more information on this procedure, or the government records management program, contact:

Government Records Office  
130 – 200 Vaughan Street, Winnipeg MB R3C 1T5  
*phone:* (204) 945-3971  
*email:* [GRO@gov.mb.ca](mailto:GRO@gov.mb.ca)

For questions about the records transfer process and related services, or to order used boxes and pre-printed adhesive labels contact:

Government Records Centre  
410 De Baets Street, Winnipeg MB R2J 4J2  
*phone:* (204) 945-6673  
*email:* [GRCservice@gov.mb.ca](mailto:GRCservice@gov.mb.ca)

## GLOSSARY

**analogue records** - records not captured and stored in digital or binary format. Examples may include papers, photographs, and films made with light-sensitive media, video recordings, phonograph records and older magnetic sound recordings. Also referred to as **physical records**.

**Archives** – the Archives of Manitoba.

**components** – separate, identifiable groups of records within a **records series**. Components may have different retention periods and/or disposal actions.

**current year** – the actual year of the records. Referred to in fields 20 and 21 of the Records Schedule as part of the retention period.

**disposal action** – the action to be taken at the end of the total retention period: either Destroy or Transfer to Archives. Also referred to as **disposition**.

**disposal date** – the exact date that records in a **transfer** are due for disposal.

**disposition** – see **disposal action**.

**Government Records Centre (GRC)** – the facility operated by the Government Records Office (GRO), that provides centralized records storage, retrieval and destruction services for all government departments and agencies.

**Government Records Office (GRO)** – a unit of the Archives of Manitoba responsible for the government's records management program.

**Non-filed office paper** – see **transitory records**.

**physical records** - see **analogue records**.

**Records Officer** – the person responsible for communicating GRO procedures within their department/agency and for coordinating the transfer of records to the Records Centre for storage and disposition.

**Records Schedule** – a formal document that identifies government records, establishes their retention periods and provides for their disposition. Also referred to as a **Schedule**.

**Records Transfer List** – a standard form which serves as a request to transfer records and becomes the official record of what was transferred to the Government Records Centre for storage and disposition.

**retention period** – the minimum time that records must be retained prior to **disposition**, as set out in the Records Schedule.

**Schedule** – see **Records Schedule**.

**semi-active storage** – the off-site storage provided by the Government Records Centre for government records during their scheduled retention period. Records in semi-active storage are no longer in ‘active’ (frequent) use by the creating office, and therefore may be moved to less costly, off-site storage at the GRC. The records may be retrieved from the GRC for use by the creating office when needed.

**transfer** – the basic unit for managing records at the Government Records Centre. A ‘transfer’ is a group of records: covered by one Records Schedule and by one number component if applicable; *and* having the same disposal date; *and* shipped together to the Records Centre. A ‘transfer’ is handled as a unit for the purpose of semi-active storage and final disposal. See also **transfer number**.

**transfer number** – a unique number assigned to a **transfer** of records by the Government Records Centre, and used to track the records through semi-active storage and disposition.

**Transfer to Archives** – one of the possible **disposal actions** authorized by a Records Schedule. **Records of archival value** are scheduled for Transfer to Archives, which means they will be permanently preserved. This *should not be confused* with the transfer of records to the Government Records Centre for **semi-active storage**.

**transferring office** – the office responsible for transferring records to the Government Records Centre (usually the office that created the records).

**Transferring Officer** – an officer (employee) of the transferring office, responsible for preparing and signing Records Transfer Lists.

**Transitory records** – records that do not provide evidence of an activity, do not need to be filed, and can be destroyed immediately. See Transitory Records Fact Sheet [https://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/transitory\\_fact\\_sheet.pdf](https://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/transitory_fact_sheet.pdf).

## APPENDIX A: CALCULATING DISPOSAL DATES

The disposal date is the exact date that records in a transfer are due for disposal. This date must be entered in the [DISPOSAL DATE](#) field of the Records Transfer List.

To calculate the disposal date:

- Determine the *total retention period*, from field 21 of the Records Schedule.
- Add the total retention period to the *last date of the records* in the transfer. This is recorded in the [DATES](#) field of the Records Transfer List.
- The *disposal date* will be the first date of the year following.

### Example 1:

(Records maintained and closed on a CALENDAR YEAR basis.)

Last date of records = 2010  
 Office retention period = 2 years  
 2010 + 2 years = 2012  
*Disposal date = 01.01.2013*

### Example 2:

(Records maintained and closed on a FISCAL YEAR basis.)

Last date of records = 2014/15  
 Office retention period = 2 years  
 2014/15 + 2 years = 2016/17  
*Disposal date = 01.04.2017*

### Example 3:

(Records with a retention period of "Current Year" only. In this example, the records are maintained and closed on a CALENDAR YEAR basis)

Last date of records = 2011  
 Office retention period = Current Year  
 2011 + 0 years = 2011  
*Disposal date = 01.01.2012*

## APPENDIX B: RECORDS OFFICER CHECKLIST

Records Officers are required to review Records Transfer Lists for their department/agency transferring offices *prior* to signing and sending them to the Government Records Centre as outlined in [Submitting Records Transfer Lists](#).

Please check the following for each transfer list to ensure it complies with the transfer procedure:

- \_\_\_ **Current Records Transfer List Form(s)** have been used (see <http://www.gov.mb.ca/chc/archives/gro/recordkeeping/forms.html>)
- \_\_\_ **Department/Agency** and **Branch/Office** information is complete, no abbreviations (from field 2 of the Schedule or any subsequent Amendments)
- \_\_\_ **Series Title** (from field 3 of the Schedule)
- \_\_\_ **Schedule Code and Number** (from field 1 of the Schedule or any subsequent Amendments. If the schedule has been amended, be sure the full amended Schedule code and number has been used)
- \_\_\_ **Item Number** (only applies to Schedules with a Series Components Attachment, otherwise the field should be left blank)
- \_\_\_ **Disposal Action** (D, A or D/A from field 21 on the Schedule)
- \_\_\_ **Disposal Dates** (enter the exact date the transfer is due for disposal. For calculation, see GRO 2, [Appendix A](#))
- \_\_\_ **Temporary Box Numbers/Dates** (unique box numbers required; no duplicates, no codes, no alpha-numeric numbers, and one box per line except if records are due for immediate destruction. In this case, the box number range can be entered on one line)
- \_\_\_ **Box Contents** (provide only the range of records in each box – list one box per line. See GRO 2, Completing Records Transfer Lists, [BOX CONTENTS](#))
- \_\_\_ **Attachments** (if the disposal action is A or D/A detailed lists are required. See GRO 2, Completing Records Transfer Lists, [BOX CONTENTS](#))
- \_\_\_ **Single-sided printing**
- \_\_\_ **Sign-Off: Transferring Office Contact**
- \_\_\_ **Sign-Off: Records Officer**