

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 physical records for transfer to the GRC. See also the [Transferring Records training video](#) and the [Supplement to GRO 2: Summary of Steps](#).

Procedures for local destruction of government records in regional offices outside of Winnipeg are also included.

Related Procedures:

[GRO 1: Preparing Records Schedules](#)

[GRO 3: Retrieving Records](#)

AUTHORITY

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

POLICY

Only physical records covered by an approved Records Schedule may be transferred to the Government Records Centre (GRC). Records must be transferred in accordance with the provisions of the Records Schedule, and the procedures and policies set by the Government Records Office (GRO).

The GRC 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

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

- For physical records:
 - records destruction is centrally and securely managed by the GRC
 - in regional offices outside of Winnipeg, departments may opt to use alternate approved methods in accordance with the [Local Destruction Policy and Procedure](#) (see page 17)
 - in certain cases, an office shredder may be permitted; see the [Office Paper Shredder Policy](#)
- For digital records, see [Managing Records in the Manitoba Government - Retaining and Disposing of Records](#)

Departments and agencies are charged for some GRC services. For current 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 GRC, 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 (active period) 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
- packing the records
- completing and forwarding a Records Transfer List form which serves as a request to transfer the records
- shipping the records once notified by GRC
- receiving, processing, and maintaining documentation of the transfer including storage locations or confirmation of immediate destruction

Records transfers are recorded in the Government Records information system which tracks records management actions.

ROLES AND RESPONSIBILITIES IN THE TRANSFER PROCESS:

Program Manager

- Ensures that the provisions of all Records Schedules are followed, and that records are regularly transferred to the GRC as provided by each schedule.
- Ensures staff are assigned to records management activities and follow established policies and procedures.
- Ensures staff oversee transportation (shipping) of records.

Transferring Officer

- Physically prepares records for transfer, completes and signs the Records Transfer Lists, forwards the lists to department/agency Records Coordinator, and
- Maintains copies of Records Transfer Lists showing storage locations for use in retrieving records in semi-active storage at the GRC.
- Maintains copies of Records Transfer Lists showing storage locations for use in accessing records transferred to Archives.

Records Coordinator

- Maintains a master set of Records Schedules for the department/agency and communicates GRO transfer 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.
- Sends Records Transfer Lists to the GRO.
- Acts as direct contact with GRO/GRC to resolve transfer problems.
- Receives copies of the lists after the records have been transferred for inclusion with the department/agency master set, and 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 Coordinators 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 Coordinators and offices responsible for records, when required.
- Reviews Records Transfer Lists for archival records jointly with Government and Private Sector Archives (GPSA).
- Communicates with Records Coordinators and department/agency staff to resolve problems with Records Transfer Lists.

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

- Preserves and provides access to archival records following their scheduled transfer to the Archives and reviews Records Transfer Lists for archival records jointly with GRO.

FORMS

Please visit the [forms section](#) of the [Government Recordkeeping website](#) for the current forms:

- 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](#):
item: SAP #068357

USED GRC BOXES

Used GRC boxes with a temporary label are only permitted for records due for immediate destruction, and not subject to any hold on destruction or storage period. Used boxes and temporary labels **cannot** be used to transfer records due for storage or immediate transfer to Archives.

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

LABELS

Temporary box front labels may only be applied to used GRC boxes when transferring records due for immediate destruction, and not subject to any hold on destruction or storage period. They are available in PDF format on the [Government Recordkeeping](#) web site.

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 [Grand & Toy](#) (item #99842) or Staples/[Eway.ca](#) (item #STP30968).

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, containers, and custom adhesive labels.

INSTRUCTIONS

GETTING STARTED

1. Documentation and Preparation

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
- reviewed the [Transferring Records training video](#)

2. Identifying Records to be Transferred

Only physical records covered by an approved Records Schedule may be transferred. If the records are not scheduled, see [Records Scheduling: The Recommended Approach](#).

Each office will establish a routine for transferring records, depending on the records they keep and the specific provisions of the Records Schedules. In many cases, files are closed annually, and each year a single year's files can be transferred to the GRC. In other cases, records may be transferred less frequently or according to different rules. Examples: files may be too slight to be closed annually or may be arranged so that they include records of varying dates; file closure may be based on an event or trigger such as project completion, contract expiry, or reformatting of records, rather than a time period.

To determine what records are ready to be transferred:

- Refer to field 20 of the Records Schedule, which shows how long the records are to be kept in office.
- The office retention period is usually a number of years: for example, 2 years. This means the records should be kept for 2 full years (minimum) in the office 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.

If you have multiple closure dates, you may need to prepare multiple transfers. See subsequent sections for further information about how to pack and list the records in these situations.

Note: 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 action and disposal date; *and*
- shipped together to the Government Records Centre.

Each 'transfer':

- is handled as a unit for management of the records
- 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 (if applicable), and disposal actions for that transfer.

The physical transfer of records to the GRC is referred to as a shipment. A shipment may include multiple transfers.

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 be packed in separate boxes** and must be listed on separate Records Transfer Lists.

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 and accurate.

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 inaccurate lists will be returned for correction.

The lists must be prepared in a finished, legible format (i.e. typed, not handwritten).

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.***

Records Transfer List 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 update the schedule.

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, unit, or specific regional location.

Do not enter the office address in this field.

*e.g. Court of King'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. Otherwise, leave blank.

Remember: 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 on the Series Components Attachment when there is more than one component. The disposal action refers to the action to be taken on the records at the end of the full retention period. There are three disposal actions:

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.

DISPOSAL DATE:

When applicable, enter the exact date that the records in the ‘transfer’ are due for disposal, even if this date has passed (e.g. 2021/04/01). The disposal 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.

Records Transfer List 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 locations 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 or storage period, 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 overall latest date of the records in the “To” field 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:

- The Records Transfer List should provide only the range of records (or summary of contents) in each box. No detailed listing is required.

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

- Records that will be stored at the GRC 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 to facilitate access to the files/boxes.
- This detailed information is not needed by the GRC but must be kept by the transferring office. *Please do not send Records Transfer List Attachments for records that are ‘D.’*

A or D/A:

- The Records Transfer List should provide only the range of records (or summary of contents) in each box.
- Detailed box contents information must be provided on a Records Transfer List Attachment (see [Forms page](#)). The detailed box contents information will provide a permanent list of records in the Archives.
- The Records Transfer List Attachment form provides columns for the box number, year of records, descriptor/file title, and file number (if applicable).
- 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.
- 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”.

Records Transfer List 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 supplied information is accurate, and to provide contact information for use by the department/agency Records Coordinator and the GRC. An original signature is required on each Records Transfer List. Digital signatures or scans of signatures are not accepted.

Records Coordinator signature:

The Records Coordinator signs to confirm that they have reviewed the list and that the listing procedures have been followed. An original signature is required on each Records Transfer List. Digital signatures or 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. **DO NOT TUCK FLAPS IN.**
- Tape the long flaps along the seam with a single length of clear, premium-grade packing tape, to form a flat surface. Do not use any other type of tape (e.g. masking tape, duct tape).
- After packing the records, close and seal the top of the box in the same way as the bottom.

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.](#)).

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

Note: If tracking information is required while packing, use the back of the boxes or write on removable notes. DO NOT include any personal or sensitive information (e.g. client names, social insurance numbers).

2. Odd-sized Records

For records that do not fit in the standard GRC boxes, various container options are available for use with custom 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. DO NOT TUCK FLAPS IN.
- Tape the long flaps along the seam with a single length of clear, premium-grade packing tape to form a flat surface. Do not use any other type of tape (e.g. masking tape, duct tape).
- After packing the records, close and seal the top of the box in the same way as the bottom.

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 and not subject to any hold on destruction or storage period.
- 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:

Temporary box front labels may only be applied to used GRC boxes when transferring records due for immediate destruction, and not subject to any hold on destruction or storage period.. It is available in PDF format on the [Government Recordkeeping](#) web site.

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.](#)).

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

SUBMITTING RECORDS TRANSFER LISTS

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

Transferring Office:

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

Records Coordinator:

- 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 the Government Records Office, Archives of Manitoba.
- Sign the lists and forward them to the Government Records Office, Archives of Manitoba (address is on the bottom of the form). **The original, signed lists must be forwarded – not scanned copies.**

Note: Lists that are incomplete or have errors will be returned to the Records Coordinator or Transferring Officer for correction, and there will be a delay in transferring the records to the GRC.

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 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 and submitted with the other lists to ensure they are processed together and all the records can be shipped on the same date.

SHIPPING RECORDS

Once the Records Transfer Lists are approved and entered into the Government Records 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 Coordinator to confirm receipt of the records and storage or disposition actions. These should be forwarded to the transferring office and a copy retained by the Records Coordinator for the department/agency master set.

The Records Transfer Lists will provide the following additional information:

TRANSFER NO.

The unique number assigned to the 'transfer'.

ACCESSION NO.

This field will be completed ONLY for records transferred to Archives after the disposal date and is a unique number assigned by GPSA once the records have been transferred to archival custody.

STORAGE LOCATION

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

These locations 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 locations may change to reflect updated storage locations (see below).

RECEIVED BY/DATE

Signed and dated by GRC staff when the records are received and processed.

OTHER ANNOTATIONS FOLLOWING 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 Coordinator when the records are destroyed immediately following receipt at the GRC.
- **When the disposal action is Transfer to Archives**, this action will take place automatically on the disposal date. The Records Coordinator will receive updated copies of the lists showing the accession number and updated storage locations (if applicable). These should be forwarded to the transferring office and a copy retained by the Records Coordinator for the department/agency master set.

LOCAL DESTRUCTION POLICY

In consultation with the GRO, departments/agencies may destroy records in regional offices outside of Winnipeg.

Only records covered by an approved Records Schedule that provides for destruction may be destroyed locally and the retention and disposal provisions of the schedule must be followed.

Only records due for destruction may follow this procedure. Any records on hold, requiring a retention period, or that are to be transferred to the Archives are not eligible for local destruction.

Government offices using local destruction services should follow their department's policies on compliance with the *Freedom of Information and Protection of Privacy Act* (FIPPA), the *Personal Health Information Protection Act* (PHIA), and any other legislation governing information protection and privacy.

Departments/agencies are responsible for all local destruction costs.

LOCAL DESTRUCTION PROCEDURE

1. Regular packing and listing procedures must be followed (see pages 8-13 of this procedure).
2. Records Transfer Lists must be submitted to GRC **in advance** for verification, stamping, and assignment of transfer numbers. These 'transfers' will be recorded in the Government Records tracking system.
3. Records Transfer Lists will be returned to the department and, unless changes or corrections are required, or the records are not due to be destroyed, **lists that are stamped and assigned transfer numbers constitute 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*)
At: (*location*)
Witnessed by: (*signature of witnessing staff member*)
Date: (*date of destruction*)

6. The annotated original Records Transfer Lists must be returned to the GRC for recording and tracking purposes.

CONTACTS

For more information on this procedure, local destruction, 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

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

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

GLOSSARY

Terms used in this procedure are defined in the [Glossary of Records and Information Management Terms](#).

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.

Note: 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.

To calculate the disposal date:

- Determine the *total retention period* from field 21 of the Records Schedule. Review field 7 for how the records are retained (e.g. fiscal year, calendar year, other).
- Review what was recorded in the [DATES](#) field of the Records Transfer List. Add the total retention period to the *latest date of the records* in the transfer.
- The *disposal date* will be the first day of the year following.

Example 1:

Records maintained and closed on a CALENDAR YEAR basis.

Last date of records = 2020
 Office retention period = 2 years
 2010 + 2 years = 2022
Disposal date (yyyy/mm/dd) = 2023/01/01

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 (yyyy/mm/dd) = 2017/04/01

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 = 2021
 Office retention period = Current Year
 2011 + 0 years = 2021
Disposal date (yyyy/mm/dd) = 2022/01/01

APPENDIX B: RECORDS COORDINATOR CHECKLIST

Records Coordinators 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 street address, no abbreviations (from field 2 of the Records Schedule or any subsequent Amendments)
- ___ **Series Title** (from field 3 of the Records Schedule)
- ___ **Schedule Code** and **Number** (from field 1 of the Records 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 instructions, see GRO 2, [Appendix A](#))
- ___ **Temporary Box Numbers** and **Dates** (unique box numbers required: no duplicates, no codes, no alpha-numeric numbers, and one box per 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](#))
- ___ **Detailed List 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 Officer**
- ___ **Sign-Off: Records Coordinator**