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| **Government Records Office .****Archives of Manitoba** **130 - 200 Vaughan Street, Winnipeg, R3C 1T5**  | [**1. CODE**](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf)      | [**NUMBER**](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf) |

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| [2. DEPARTMENT / CORP / AGENCY](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf)      | [BRANCH / SECTION](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf)      | [11. EXISTING AUTHORITY](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf)      |
| [3. SERIES TITLE](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf)      | [12. STATUTORY REFERENCES](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf) |
| [4. SERIES MEDIUM](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf)        | [5. DATES](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf)  | 13. DISCONTINUED FIELD |
| [BEGAN](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf)        | [ENDED](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf)         | [CONTINUING](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf)[ ]  |
| [6. SERIES FUNCTION](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf)      | [14. RECORDS CENTRE RETRIEVALS](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf)  NUMBER      NA [ ] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[15. ANNUAL ACCUMULATION RATE](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf)      cu ft\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[16. SPACE RELEASABLE: 1ST TRANSFER](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf)      year       cu ft |
| [7. SERIES FILING SYSTEM](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf)          | [RETAINED BY](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf)[Fiscal Year](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf)  [ ]  [Calendar Year](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf) [ ]  [Other](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf)       |
| [8. INFORMATION PUBLISHED](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf)         | [9. LOCATION OF ORIGINALS / COPIES](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf)      | [17. OFFICE LOCATIONS](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf) |
| Street Address  |       |
| [10. SERIES CONSISTS OF](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf)See Attachment A |
| [18. DEPUTY MINISTER, CEO (or designate)](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf)I confirm that this Records Schedule is an accurate description of the records and reflect the department/agency retention requirements. |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name / Position | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date |
| [19. DISCONTINUED](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf) FIELD  |  |  |
| [20. RETENTION PERIOD](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf)[DEPARTMENT](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf) [Current Year +](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf)      [RECORDS CENTRE](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf)        | [21. DISPOSAL ACTION](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf) [Total Box 20](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf)[DESTROY](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf) after       yearsor[TRANSFER TO after](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf)       yearsARCHIVES  | [22. ARCHIVES ACCESS](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf)Access permitted under Section 3 (a), *Freedom of Information and Protection of Privacy Act*[Yes](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf) [ ]  [No](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf) [ ]  [Not Applicable](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf) [x]  |
| [23. QUALIFICATIONS](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf)      Or[ ]  [\* See Attachment B](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf) | [24. ARCHIVIST OF MANITOBA](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf)Approved under the authority of the [*Archives and Recordkeeping Act*](http://web2.gov.mb.ca/laws/statutes/2001/c03501e.php)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature Date |

**ATTACHMENT A**

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|  | **1. CODE** | **NUMBER** |

[**SERIES DESCRIPTION**](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf)

(from field 10, Records Schedule)

[**SERIES CONTEXT**](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf)**:**

[**SERIES CONTENT**](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf)**:**

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| **ATTACHMENT B** |
| **This page only requires completion if “See Attachment B” was selected in Field 23** | **1. CODE** | **NUMBER** |

| **SERIES COMPONENT** | **RETENTION** | **DISPOSITION**After total retention: |
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| **No.** |  | **Office****(current +)****+** | **Records Centre1** **=** | **Total retention** | **Qualifications** | **or****Destroy** | **Archives2**  |
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| **ATTACHMENT B** |
| **This page only requires completion if “See Attachment B” was selected in Field 23** | **1. CODE** | **NUMBER** |

| **SERIES COMPONENT** | **RETENTION** | **DISPOSITION**After total retention: |
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| **No.** |  | **Office****(current +)****+** | **Records Centre1** **=** | **Total retention** | **Qualifications** | **or****Destroy** | **Archives2**  |
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