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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       years  or  [TRANSFER TO after](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf)       years  ARCHIVES | | | | | [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) | |
| [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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[**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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| **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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