

## INSTRUCTIONS FOR COMPLETING AND SUBMITTING THE ELECTRONIC *RECORDS TRANSFER LIST*

### FOR STORAGE OF NEW BRUNSWICK GOVERNMENT RECORDS IN THE RECORDS CENTRE:

1. Complete the transfer list according to the directions below. For multiple pages of a transfer list, insert row or press the “tab” button. For your convenience, the Records Transfer List form is provided in MS Word.
2. Place one copy of the completed *Records Transfer List* in its corresponding box.
3. You may choose to print your own computer-generated list; however it must contain *all* of the information listed below. The lists must be organized in a consistent and logical manner.
4. Keep a copy of the lists for your records. Once your transfer request is verified, you can access your box location numbers in “*My Transfers*”. Remember to update your copy of the transfer list with Records Centre location numbers. It is recommended that you file the final copies of the *Records Transfer Lists* together under CPRS-primary 1880.

**Records Series Title:** Enter the name of the group of records (e.g. divorce records) or the records series title found on the approved *Records Retention and Disposition Schedule* (e.g. Divorce Court Files, CPRS Employee Files).

**Department:** Enter the official name of the department (e.g. Office of the Comptroller). (Department is defined as a government department, agency, board, commission, corporation, council, secretariat, etc.).

**Branch:** Enter the name of the branch (e.g. Forest Management) and/or the name of the regional/district office (e.g. Kingsclear Nursery).

**City:** Enter the city where the records were created or are located.

**Schedule Number:** Enter the *Records Retention and Disposition Schedule* number associated with the specific records series (e.g. 2008-JST-03, CPRS 1055). Contact your departmental Records Manager in the event you do not have the *Records Retention and Disposition Schedule* number.

**Note:** Only one records retention and disposition schedule per list.

**Records Custodian:** Enter the departmental contact name of the person responsible for the records.

**Telephone Number:** Enter the telephone number for the records custodian.

**Box Number (Temporary Box No.):** Enter an in-house temporary number which will be used to track the transfer of records from your department to the Records Centre. Once the boxes are shelved at the Records Centre, you will be provided with a location number. It is recommended that the temporary number be applied to the lip of each box using the year, followed by consecutive box numbers (e.g. 2008-01, 2008-02). Please **do not** write any information on the boxes in the fields reserved for the Records Centre location number.

**Note:** If you already have a temporary box numbering system in place, you may continue to use it. However, boxes must be numbered in a logical, consistent, and systematic way.

**Note: Enter the information below on the form based on the arrangement of the file folders in the box.**

**File Number:** Enter the number given to each file.

**Date of Records - From:** Enter the date in which the file was opened (i.e. the earliest date in the file).

**Date of Records - To:** Enter the date in which the file was closed (i.e. the latest date in the file). For fiscal/continuous/superseded/obsolete records, please indicate the **\*month and year** the file closed (e.g. 2001-Mar. 2003).

**\*Please note that calculations relating to the final disposition of the records will be based on this date.**

**Description:** Enter the title used to identify the file/record (e.g. "Smith, John", "A-M", or "1-20").

**Transfer Number:** The numbers run based on fiscal year. (e.g. 2011A0187). Once your **request for transfer** has been approved by Records Centre, you must enter the transfer number(s) on your copy of the corresponding *Records Transfer List* form(s).

**Disposition Date and Final Disposition:** Once the calculated disposition date has been approved by a records analyst according to the records series' associated *Records Retention and Disposition Schedule*, you must enter the disposition date and final disposition information, and mark the final disposition for the records, i.e. whether the records are to be transferred, selected, or destroyed.

**Location (do not complete this field until action is complete):** Once the boxes have been picked up, Records Centre staff will assign a unique location number to each box. **You can access your box location numbers in "My Transfers"**. When requesting files/boxes in the future, you will be required to provide the location number.

**Note:** You may save your box lists electronically and add the location information (A/B/S/C) to them or print the lists and write the location numbers on each list.

It is critical that the *Records Transfer List* form is completed fully and accurately. The processing of the transfer of records to the Records Centre is based on the information you provide. Any errors may produce incorrect final disposition dates.

When in doubt or if you have any questions, please do not hesitate to contact [records.centre@gnb.ca](mailto:records.centre@gnb.ca).

**Note:** Records stored in the Government of New Brunswick's Records Centre are under the care, custody, and control of the depositing public body. Records Centre personnel are only permitted to release records to registered personnel of the depositing public body.