**CHECKLIST FOR PREPARING BOXES FOR TRANSFER**

\_\_\_\_ 1. Records are packed in standard Records Centre boxes (**Staples** stock number *STP20657 or* **Grand & Toy** stock number SKU#: BOX*)*

\_\_\_\_ 2. Only one (1) operational records series is included per box. *(One retention period and disposition date)*

\_\_\_\_ 3. CPRS records have the same retention period and final disposition date.

 *Do not combine records with different final dispositions such as SR (Selective Retention) and D (Destruction).*

\_\_\_\_ 4. Records in a box do not span more than 3-5 years.

\_\_\_\_ 5. Files are placed upright with labels facing front, in the order listed on the *Records Transfer List.*

 *Do not lay files on top of the upright folders.*

\_\_\_\_6. At least two finger widths of space remains between the front of the box and the file folders.

|  |  |
| --- | --- |
| **2011-01** | Write your temporary box number on the lid as shown. |
| Do not write in thispre-stamped area. |

 *Avoid sending boxes that are less than three quarters full.*

\_\_\_\_ 7. Each box is labeled with a temporary box number using heavy black marker (i.e. 2011-01, 2011-02 etc.).

 ***For security reasons***

 ***it is not recommended that you***

 ***write anything other than your***

 ***temporary box number on the box.***

\_\_\_\_ 8. A ***Records Transfer List (RTL)*** is complete for each box using the electronic version or another form of your choice.

 *Detailed instructions for completing the RTL form can be downloaded from the* ***Records Centre Services*** *tab on the* ***Corporate Information Management*** *(CIM) website:* [*https://archives.gnb.ca/CIM/rcs-sdd/en-CA*](https://archives.gnb.ca/CIM/rcs-sdd/en-CA)

\_\_\_\_ 9. A copy of the *RTL* is placed in each corresponding box, and a copy has been retained for your records.

*Once your transfer is verified, you can access your box location numbers in “My Transfers”. Remember to update your copy of the RTL with Records Centre location numbers.*

\_\_\_\_ 10. Boxes are placed together in one area, ready for pickup by the Records Centre or courier.