**CHECKLIST FOR**

**PREPARING PUPILS’ CUMULATIVE RECORDS FOR DIGITIZATION**

\_\_\_\_ 1. Necessary supplies have been acquired:

* Records Centre storage boxes available from Staples (#STP20657) or Grand & Toy stock # SKU#:BOX
* *Electronic*[***Records Transfer List (RTL)***](https://archives.gnb.ca/CIM/rcs-sdd/en-CA) form
* *Link to online Records Centre Transfer Request System*

 *Detailed instructions for completing the the* ***RTL*** *form are included in the directives for* [*Preparing Pupils’ Cumulative Records*](https://archives.gnb.ca/CIM/rcs-sdd/en-CA)*.*

\_\_\_\_ 2. Records have been prepared for digitization:

* Refer to the *Records Retention and Disposition Schedule* **Cumulative Records (Pupil)** **1992-EDN-06** for details on what should be included for digitizing. For a copy of the *Records Retention and Disposition Schedule* see Appendix A in the directives for [*Preparing Pupils’ Cumulative Records*](https://archives.gnb.ca/CIM/rcs-sdd/en-CA)*.*
* Arrange the group of files by year of graduation, transfer, or withdrawal, followed by student last and first name in alphabetical order.
* Clearly mark the student’s name on the file folders using file labels.
* Remove all paper clips, elastics, staples, sticky notes, etc.
* Flatten any folded paper.
* **DO NOT** use scotch tape to repair paper.
* ****Remove any blank or unused forms.

\_\_\_\_ 3. The boxes have been packed:

* Write a temporary box number on the outside of each box in the sequence the material must be filmed (e.g.: HTHS 2003-01, HTHS 2003-02, HTHS 2003-03, etc.).
* Complete one ***RTL*** form per box**. A complete list of files is required.**

\_\_\_\_ 4. Boxes have been sent for digitization:

* Boxes can either be picked up or shipped.

Please note that the sender bears the cost of shipment.

* A ***Records Transfer Request*** must be submitted via the online Records Transfer Request System
* Once the ***Request for Transfer*** has been approved, the records custodian/sender will receive an email from the system. Records Centre will contact the records custodian/sender one day before pickup.

 **Note**: This checklist and detailed instructions on sending Student Cumulative records to the Records Centre are available under *Records Centre Services* tab on the Corporate Information Management section of the PANB website: <https://archives.gnb.ca/CIM/Default/en-CA>