

RECORDS TRANSFER REQUEST CHECKLIST

- ___ 1. Records are properly packed in standard Records Centre boxes.

See [Checklist for Preparing Boxes for Transfer](#).

- ___ 2. Retention schedules have been reviewed to verify retention period and final disposition.

Only one (1) operational record series per box.

- ___ 3. Records Transfer Request details have been entered into the on-line Record Centre Services System and sent.

*Detailed instructions for completing the Records Transfer Request details can be found in [User Guide-Records Centre Transfer System](#) available on your system homepage or from the [Records Centre Services](#) tab on **Corporate Information Management** section of the PANB website.*

- ___ 4. Confirmation of pickup date has been received from Records Centre staff or courier.

Once the transfer request has been received and processed, Records Centre staff will contact the records custodian/sender one day before the scheduled pickup day.

- ___ 5. Records have been picked up by Records Centre staff or shipped by courier.

Upon arrival for pick-up, Records Centre staff will:

- confirm the volume of boxes for pickup matches the Transfer Pickup Sheet,
- load boxes,
- obtain required signatures of sender and receiver,

- ___ 6. Records Transfer Request has been verified. You can access your box location numbers in "My Transfers".

When the boxes arrive at the Records Centre, each box is given a location number. 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

- ___ 7. You have saved your Records Transfer Lists electronically and added the location information (A/B/S/C) to them or printed the lists and recorded the location numbers on each list.

- ___ 8. The updated RTLs have been filed under **CPRS 1880 – Records and Information Management**.

Note: This checklist and detailed instructions on sending 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/rcs-sdd/en-CA>