

## CITY OF WINNIPEG ARCHIVES & RECORDS CONTROL

# Transferring Temporary Records to Archives and Records Control

## 1 > Getting Started

**Note:** If your department has a designated departmental records coordinator, consult him or her before preparing your transfer. Departmental records coordinators are responsible for coordinating all transfers of records from their departments.

Before preparing records for transfer, ensure that you have the necessary supplies:

- **Records Management By-law 86/2010 [pdf]**. This by-law provides the legal authority to dispose of City records.
- **Records Box Transfer List [pdf]**
- A sufficient supply of standard labeled records storage boxes. These can be obtained from Stores Branch, Public Works Department (986-2139).

**Note:** Consult with Archives & Records Control before transferring oversized, fragile or other records that require special packaging or handling.

## 2 > Preparing Records For Transfer

Records must be grouped and transferred together by their classification and disposal review date.

- **Assign Records Classifications and retention periods**  
To determine the records classification and retention period, consult the **Records Classification Schedules** attached to the Records Management By-law. All records transferred to Archives & Records Control must be assigned a **Record Classification** and **retention period** from either **Schedule B (Standard Administrative Records)** or **Schedule C (Departmental Records)** of the By-Law. If you are uncertain about which Record Classification to use, consult your departmental records coordinator or **Archives & Records Control [email]**.
- **Calculate Disposal Review Date**  
The Disposal Review Date is the date on which the records in this transfer can be legally destroyed. In most cases, the Disposal Review Date will be January 1<sup>st</sup> of the first year after the retention period has expired. To calculate the Disposal Review Date, add the retention period to the latest year of the records. You now have the last year of the records' retention period. The Disposal Review Date will be January 1 of the following year. For example:

**Record Classification:**

2.03 Accounts Payable/Receivable (Schedule B)

**Retention Period:** 6 years

Latest year of accounts = 1999  
Retention Period + 6 years  
End of Retention Period = 2005  
*Destruction Date is Jan 1, 2006*

**NOTE: RECORDS WILL NOT BE AUTOMATICALLY DESTROYED ONCE THE DISPOSAL REVIEW DATE HAS PASSED. YOU WILL RECEIVE NOTIFICATION FROM THE ARCHIVES WHEN YOUR RECORDS ARE ELIGIBLE FOR DESTRUCTION. AT THAT POINT, YOUR OFFICE WILL HAVE THE OPTION OF SIGNING OFF ON THE DESTRUCTION OR REQUESTING THAT THE RECORDS BE KEPT LONGER FOR BUSINESS REASONS.**

**3 > Boxing Records for Transfer**

Each box transferred to Archives & Records Control should only contain records with the same **Records Classification** and **disposal date**. All boxes **must be properly packed and labeled** or they will be sent back to the transferring department.

- Do not pack boxes too tightly.
- Do not over pack boxes. The top flaps must be able to close snugly and there should be no bulges on the top or sides.
- Boxes should be sealed on both the top and bottom with a single line of tape. Keep the label area on the box free of tape.
- Use **only** black permanent marker for recording information on boxes. Write all the required information in the spaces provided on the front panel of each box. Records Control will not accept boxes with taped on labels; records information must be written directly on the box. For assistance in filling out the front panel, see **Sample Records Box Label [pdf]**.

**4 > Filling Out the Records Box Transfer List**

A **Records Box Transfer List [pdf]** must be filled out for each separate transfer. (All the records in a transfer must have the **same classification and disposal date**.) Complete the designated fields on the list as indicated below. See **sample of a completed Records Box Transfer [pdf]**.

**HEADER FIELDS**

- **DEPARTMENT** – The official name of your Department or Office. **Do not abbreviate.**  
e.g. “Planning Property & Development”, *not* “PP & D”; “CAO Secretariat”, *not* “CAO”
- **DIVISION/BRANCH/OFFICE** – The division, branch or office of your department that is transferring the records.

- **RECORD SCHEDULE CLASSIFICATION NO.** – Enter the number of the record classification from *By-law No. 86/2010* that you are using to schedule the records.
- **RECORD SCHEDULE CLASSIFICATION NAME** – Enter the name of the record classification from *By-law No. 86/2010* that you are using to schedule the records.
- **RESTRICTED RETRIEVALS?** – Check “Yes” if access to these records is restricted within your department to a particular position or positions. If you check “Yes”, you must then list the position or positions in the space provided. All retrieval requests for these records will have to include authorization from the designated position(s). Check “No” if there are no access restrictions within your department
- **RETENTION & DISPOSITION** – In the space beside “**Schedule**” enter the letter (either “B” or “C”) of the Records Schedule that contains the classification you are using. In the box beside “**years**” enter the number of years that the records must be retained, as specified by the by-law.
- **DISPOSAL ACTION** – Tick the “Destroy” box.
- **DISPOSAL REVIEW DATE** – Enter the Disposal Review Date, as calculated above.

#### **BOX/CONTENT FIELDS**

- **TEMPORARY BOX NO.** – This is the number that you assign to each box (or other unit) to be shipped. The number is marked on the box label and entered on the Transfer List in this field. Enter each box number on a separate line of the list so that corresponding location numbers can be recorded by Archives & Records Control staff.

**Note:** In order to avoid confusion, boxes sent together that are scheduled under the same classification must be numbered consecutively. Do not use duplicate or partial numbers (e.g. 14.1, 14.2, etc.) Do not use alphanumeric numbers or codes.

- **DATES (YEARS)** – For each numbered box, enter the earliest and latest year of the records in the “FROM” and “TO” fields
- **BOX CONTENTS** – Enter in the **range** of records in each box.  
*e.g. First and last file titles (Allied Manufacturing – Zenith Distributors)*  
*A range of the alphabet (A-F) for case files*  
*A range of file numbers (100.0 – 165.15)*

**Do not send file lists. The transferring office is responsible for maintaining information on the contents of the boxes in case retrievals need to be made.**

#### **VERIFICATION FIELDS**

- **TRANSFERRING OFFICER signature and contact information** – The transferring officer (the person responsible for preparing the records and the Transfer Lists) must complete this field to indicate that the information provided is accurate and to provide contact information for the use of the Departmental Records Coordinator and Archives & Records Control.
- **AUTHORIZED BY signature and contact information** – Every records transfer must be authorized by the manager in charge of the records. The

authorizing manager must sign here and indicate his or her position within the department.

When the transfer lists have been filled out, submit a copy of each list to Archives & Records Control for approval. This can be done either electronically, by fax or by inter-office mail. Archives & Records Control will examine each transfer list to ensure that it has been properly filled out and that the records have been correctly scheduled under the By-law. You will be notified if any corrections to the lists have to be made.

When you receive notice that the transfer has been approved, send the original signed lists by inter-office mail to Archives & Records Control at 380 William Avenue. Archives & Records Control will assign each transfer a unique number for tracking and identification purposes.

### **5> Shipping Records to Archives & Records Control**

- Once the transfer has been approved, Archives & Records Control will arrange for a courier. On the day of the pickup, make sure that the reception staff is informed and able to properly direct the couriers. Confirm that all the boxes indicated on the transfer lists are ready for shipment and that they are all properly labeled. The couriers will only take boxes that appear on the approved Transfer Lists and that are properly boxed and labeled.
- After the transfer has been completed, you will be sent copies of the Transfer Lists with the assigned transfer number and the new Records Centre locations added. Retain these copies for your reference.