Winnipeg

DEPARTMENTAL RECORDS DESTRUCTION LIST *(as per By-Law No. 86/2010)*

DEPARTMENT	DIVISION/BRANCH/OFFICE
RECORD SCHEDULE CLASSIFICATION NO.	RECORD SCHEDULE CLASSIFICATION NAME
RETENTION & DISPOSITION: ☐ Schedule B – Standard ____ years ☐ Schedule C - Departmental ____ years	
DISPOSAL DATE (DD/MM/YYYY):	PICK-UP DATE: / DISPOSITION NO.:

TEMPORARY BOX NO.	DATES (YEARS) FROM	DATES (YEARS) TO	BOX CONTENTS

I confirm that the disposal action and disposal date are in accordance with By-Law No. 166/2003 Schedule Classification # _____ and that the box contents information is correct.

TRANSFERRING OFFICER (Print) (Signature) Phone Date

AUTHORISED BY: (Signature) Name (Print) Position Phone Date

ORIGINAL: SERVICE PROVIDER COPY: DEPARTMENT