RECORDS BOX TRANSFER LIST *(as per By-Law No. 86/2010)*

City Clerk's Department, Archives & Records Control Branch
380 William Avenue, Winnipeg MB R3A 0J1 ~ Phone: 986-5325 ~ E-mail: archives@winnipeg.ca

DEPARTMENT	DIVISION/BRANCH/OFFICE	RESTRICTED RETRIEVALS?
City Clerk's	**Archives & Records Control**	YES ☒ NO ☐
RECORD SCHEDULE CLASSIFICATION NO.	RECORD SCHEDULE CLASSIFICATION NAME	
2.03	Accounts Payable/Receivable	POSITIONS: **Archives Staff**
RETENTION & DISPOSITION	DISPOSAL ACTION / DISPOSAL REVIEW DATE	***ARCHIVES USE ONLY***
Schedule ____B___ **6** years	☒ **Destroy** ☐ **Archival** — **01/01/2010** DD/MM/YYYY	TRANSFER NO.

TEMPORARY BOX NO.	DATES (YEARS) FROM	TO	BOX CONTENTS (*Attach file list for archival records only*)	AREA	ROW	SHELF	BOX
1	**1999**	**2001**	**Invoices No. 1-134**				
2	**1997**	**1999**	**Invoices No. 45-688**				
3	**2001**	**2003**	**Invoices No. 23-73**				

*I confirm that the disposal action and disposal date are in accordance with By-Law No. 86/2010 Schedule Classification # **2.03** and that the box contents information is correct.*

DATE OF RECEIPT

RECEIVING OFFICER

Jane Doe		**5555**	**Feb. 3/06**
TRANSFERRING OFFICER (Print)	(Signature)	PHONE	DATE
Joe Bossy	**Manager of Finance**		**Feb. 4/06**
AUTHORIZED BY (Print)	(Signature) POSITION		DATE

ORIGINAL: ARCHIVES **COPY: TRANSFERRING OFFICER**

J:\Records Management Programs\Web Site\RM By-law 86.2010 Updates\Sample of Completed Records Box Transfer List 2010.doc

ARC Form 04-01