

Summary of Steps: Transferring Government Records

The following is summary of steps to assist program areas with transferring records to the Archives of Manitoba's Government Records Centre (GRC). It should be used in conjunction with [GRO Procedure 2: Transferring Government Records](#).

Step	Action	Responsibility	General notes
1	Gather necessary documentation and supplies – records schedules, transfer forms, and boxes. Review pages 3-7 in GRO 2: Transferring Government Records .	Transferring Office	Contact your Records Officer (RO) for copies of the schedules if necessary. Visit our Forms page for the current Records Transfer List.
2	Identify the records ready for transfer.	Transferring Office	This is a critical step! See page 7 in GRO 2: Transferring Government Records .
3	Pack the records in a box in the same order in which they are filed or maintained in the office.	Transferring Office	<i>Steps 3 & 4 should be done at the same time.</i> See pages 7-13 in GRO 2: Transferring Government Records for details about completing the Transfer Lists, what to pack together, and how to pack the records.
4	Complete a Records Transfer List (RTL) . If disposal action is A or D/A, complete a Records Transfer List Attachment . If completing an e-Request for Non-Filed Office Paper , follow instructions on form and skip to step 7.	Transferring Office	You may also want review the checklist on page 21.
5	Forward the RTL, and if applicable, corresponding detailed Attachment list, to the department's Records Officer (RO).	Transferring Office	Consult with RO for department-specific processes for this step.
6	Do a preliminary review of the RTLs; if accurate and complete, forward signed originals to the Government Records Office (GRO), Archives of Manitoba.	Records Officer	See page 22 in GRO 2: Transferring Government Records for RO checklist. ROs may consult with the Transferring Office to make changes if needed.
7	Review the RTLs.	Archives of Manitoba	Archivists or GRC staff may contact the Records Officer or Transferring Office if any questions or concerns arise, or if changes are required.
8	Send a shipment date to the Transferring Office.	Government Records Centre	The GRC will identify a specific date for the records to be shipped, and the Transferring Office must ship the records on the date indicated.

9	Ship the records.	Transferring Office	<p>On the date specified by the GRC, the Transferring Office oversees transportation (shipping) of records. Same-day direct, door-to-door delivery is required to minimize the time records spend outside of government custody.</p> <p>See pages 15 in GRO 2: Transferring Government Records for more details.</p>
10	Process the records.	Government Records Centre	<p>Match the records with the RTL, confirm receipt, perform retention or disposal actions as indicated on the RTL, and document actions.</p> <p>All RTLs will have a transfer number and date received. The initial action performed for the records will also be noted. If records are:</p> <ul style="list-style-type: none"> - retained in semi-active storage, numeric storage location will be noted; - transferred into archival custody, alpha-numeric storage location will be noted; or - destroyed, date of destruction will be noted.
11	Send a copy of the annotated RTL to the Records Officer. If the records were directly transferred into archival custody, forward RTL to the Government and Private Sector Archives (GPSA), Archives of Manitoba, for accessioning.	Government Records Centre	<p>ROs may contact the GRC if any questions or concerns arise following processing of the records.</p> <p>For records transferred into archival custody, once the RTL is processed by the archivists, the RO will receive a revised copy with the accession number ("GR" number) from GPSA.</p>
12	Keep a copy and send a copy to the Transferring Office.	Records Officer	Department internal processes may vary.
13	Keep a copy.	Transferring Office	Refer back to the RTL for retention or disposal actions and dates, storage locations, and other information required if the records need to be accessed or accounted for.

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