

## Summary of Steps: Transferring Government Records

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

Step	Action	Responsibility	Notes
1	Gather the necessary documentation and supplies – records schedules, transfer forms, and boxes.  Review pages 3-6 in <a href="#">GRO 2: Transferring Government Records</a> .	Transferring Officer (TO)	Contact your Records Coordinator (RC) for copies of the schedules if necessary.  Visit our <a href="#">Forms</a> page for the current Records Transfer List.
2	Identify the records ready for transfer.	Transferring Officer	This is a critical step! See page 7 in <a href="#">GRO 2: Transferring Government Records</a> .
3	Pack the records in a box in the same order in which they are filed or maintained in the office.	Transferring Officer	<i>Steps 3 &amp; 4 should be done at the same time.</i>
4	Complete a <a href="#">Records Transfer List</a> (RTL). If disposal action is A or D/A, complete a <a href="#">Records Transfer List Attachment</a> .  If completing an <a href="#">e-Request for Non-Filed Office Paper</a> , follow instructions on the form and skip to step 7.	Transferring Officer	See pages 7-13 in <a href="#">GRO 2: Transferring Government Records</a> for details about packing and listing records. These details may affect how you pack and list the records.  You may also want to review the checklist on page 20 of GRO 2.
5	Send the RTL, and if applicable, corresponding Attachment list, to the department's RC.	Transferring Officer	Consult with RC for department-specific processes for this step.
6	Do a preliminary review of the RTLs; if accurate and complete, send signed originals to the Government Records Office (GRO), Archives of Manitoba.	Records Coordinator	See page 20 in <a href="#">GRO 2: Transferring Government Records</a> for RC checklist.  RCs may consult with the TO and make changes if needed.
7	Review the RTLs.	Archives of Manitoba	Archivists or GRC staff may contact TO or RC if any questions or concerns arise, or if changes are required.
8	Send a shipping notification to the Transferring Officer.	Government Records Centre	The GRC will identify a specific shipping date and the Transferring Officer must ship the records on the date indicated.

Step	Action	Responsibility	Notes
9	Ship the records.	Transferring Officer	On the date specified by the GRC, the TO oversees transportation (shipping) of records or delegates this responsibility to another staff member. Direct, door-to-door delivery service is required to minimize the time records spend outside of government custody.  See page 15 in <a href="#">GRO 2: Transferring Government Records</a> for more details.
10	Process the records.	Government Records Centre	Match the records with the RTL, confirm receipt, perform retention or disposal actions, and document actions.  All RTLs will be annotated with a transfer number and date received. The initial action performed for the records will also be noted. If records are: <ul style="list-style-type: none"> <li>- retained in semi-active storage, storage locations will be assigned;</li> <li>- transferred into archival custody, storage locations will be assigned; or</li> <li>- destroyed, date of destruction will be noted.</li> </ul>
11	Send a copy of the annotated RTL to the RC.	Government Records Centre	RCs may contact the GRC if any questions or concerns arise following processing of the records.
12	If the records were directly transferred into archival custody, Government and Private Sector Archives (GPSA), Archives of Manitoba, will send a copy of the annotated RTL to the RC. If no records were directly transferred into archival custody, skip to step 13.	Archives of Manitoba	Archivists from GPSA will process the RTL and send a copy with the accession number to the RC.
13	Keep a copy for the master set and send a copy to the Transferring Officer.	Records Coordinator	Department internal processes may vary.
14	Keep a copy.	Transferring Officer	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.

Supplement to [GRO 2: Transferring Government Records](#)

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Visit our web site to learn more about [Government Recordkeeping](#)