

Records Schedule **AMENDMENT**

See instructions for completion on next page

CODE NUMBER

THIS AMENDMENT IS FOR SCHEDULE (enter current code and number)

		SCHEDULE CODE (field 1)	
DEPARTMENT/CORPORATION/AGENCY (field 2)		BRANCH/SECTION (field 2)	
SERIES TITLE (field 3)		FORMAT (field 4)	
SERIES FILING SYSTEM (field 7)		RETAINED BY (field 7) Fiscal Year Calendar Year Other	
DATES (field 5) Began Ended Continuing	RETENTION PERIOD (field 20) Note: Total number of months or years must not differ from figure in field 21 of existing Records Schedule. Office C+ Records Centre	ARCHIVES ACCESS (field 22) Access permitted under s.3(a) <i>Freedom of Information & Protection of Privacy Act</i> Yes No	

NOTES:

Authorized By:

Name

Position

Signature

Date

Records Schedule Amendment Instructions

1. Enter the schedule code and number to be amended in the top right corner.
2. Complete the amendment form – filling in only those fields which require modification.
3. Enter the name and position of the person authorizing the amendment. Amendments can be made by the department responsible for the records or by the Government Records Office (GRO).
4. Sign and date the amendment form.
5. Submit the amendment to the GRO at gro@gov.mb.ca.
6. The GRO will review the amendment, process it, and distribute a copy of the updated schedule to the department responsible.

For more details see Procedure GRO 1: Preparing Records Schedules.

Note: Amendments may change the costs associated with the records in storage at the GRC.