*For basic instructions hover over hypertext. For full instructions, see* [*Procedure GRO 2: Transferring Government Records*](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro2.pdf)*.*

| [DEPARTMENT/AGENCY](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro2.pdf) | | | | | | [BRANCH/OFFICE](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro2.pdf) | | [**ARCHIVES USE ONLY**](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro2.pdf) |
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| [BRANCH/OFFICE (continued)](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro2.pdf) | | | | | | | |
| [SERIES TITLE](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro2.pdf) | | | | | | | | ACCESSION NO. |
| [SCHEDULE NO](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro2.pdf) | | | [ITEM NO](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro2.pdf) | | [DISPOSAL ACTION](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro2.pdf)  [D](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro2.pdf)  [A](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro2.pdf)  [D/A](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro2.pdf) | | [DISPOSAL DATE](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro2.pdf) (YYYY/MM/DD) |
| [TEMP BOX NO](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro2.pdf) | [DATES](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro2.pdf) | | | [BOX CONTENTS](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro2.pdf)  *Box contents should generally be limited to one line within each row.*  *Use the* [*RTL Attachment*](https://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/rtl_attachment.doc) *for detailed file listings.* | | | | STORAGE LOCATION |
| [FROM](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro2.pdf) | [TO](http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro2.pdf) | |
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*To add more rows or another page, use the Tab key on the last row of the table.*