

# Request to Transfer Non-Filed Office Paper



NOTE: This form is for the transfer of [TRANSITORY, NON-FILED OFFICE PAPER](#) records only.  
To transfer all other scheduled records, please see procedure [GRO 2: Transferring Government Records](#).

<b>ARCHIVES USE ONLY</b>
TRANSFER NO.

## 1. Ensure the non-filed office paper is packaged in GRC boxes.

- a. Gently used boxes are available for free by contacting the Government Records Centre at 204-945-6673 or [GRCservice@gov.mb.ca](mailto:GRCservice@gov.mb.ca).
- b. A printable temporary label in pdf format is available on the [Government Recordkeeping](#) website.
- c. Do not overpack the boxes. Ensure the flaps close completely to form a flat surface. Box weight should not exceed 30 lbs or 14 kgs.

## 2. Fill out the required information below.

### CONTACT INFO:

**Date:** \_\_\_\_\_ **\*Department:** \_\_\_\_\_  
**\*Name:** \_\_\_\_\_ **\*Branch/Office:** \_\_\_\_\_  
**\*Tel.:** \_\_\_\_\_ **\*Address:** \_\_\_\_\_  
**\*Email:** \_\_\_\_\_

### RECORDS INFO:

<b>*Schedule No.:</b>	<b>Disposal Action:</b>	<b>Disposal Date:</b>
	Destruction	Immediate

<b>*Number of Boxes:</b>	<b>Date/Year of Records, if not current year:</b>	<b>Additional information, if applicable:</b>

*\*Mandatory fields*

➤ Review the information provided above, and save a copy for your records.

➤ Attach the form to an email, and submit to [GRCservice@gov.mb.ca](mailto:GRCservice@gov.mb.ca)

- a. By submitting this form, the sender confirms the information provided is accurate, the records prepared for transfer with this e-request are transitory/non-filed office paper, and the records do not fall under another scheduled series.
- b. Once the form is submitted, a member of the Government Records Centre will contact you in the next 2 business days with shipping information.
- c. If your request is urgent, please call (204) 945-6673.

TRANSFER LIST PROCESSED BY:
DATE SHIPPING INFORMATION SENT TO TRANSFERRING OFFICE:

BOXES RECEIVED BY:	
DATE:	TOTAL VOLUME:

DATE RECORDS PROCESSED FOR DISPOSITION - DESTRUCTION:
PROCESSED BY: