



APF-711.3 - Records Transfer Form

Physical location of records prior to transfer: (name of school) _____

Files transferred to: **402 Main Street, Melfort.SK.**

Date Files sent by courier: _____

Amount of Boxes/Files transferred: _____

Record Type (File Box, Binder, Etc.)	Description (Cumulative Files, Accounting, etc.)	Record Retention Section #	Date of Record from	Date of Record To	Date to be Destroyed
IE. BOX	Student Record-Cumulative files	9.0	1983	1993	2018

- Send files in January or February
- ONLY one Category in each box. (Accounting or CUM Files)
- LABEL each box clearly – School name; Box# 1/5, Box 2/5 – Attention: Administrative Assistant of Business
- Prior to sending the files, send an email for approval to accounting@nesd.ca

The above records were approved for transfer on:

(Principal Signature)

(Date)

(Signature of Employee Sending Files)

(Date Files Transferred)

DIVISION OFFICE ONLY:

Files Received by: _____
Signature of Employee

Date Received: _____

File Code: _____
Initials-mmddyy