**RECORDS CENTRE DESTRUCTION/TRANSFER FORM**

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| **Organizational Unit:** |
| **RRDA # Covering Records:** | **Access Restrictions:** |
| **Date Range of Records** **From: To:** |
| **Physical Form of Records:**[ ]  **Paper** [ ]  **Microfilm** [ ]  **Other** |
| **DISPOSAL DETAIL** |
| **Record Type:**[ ]  **Non-Record** [ ]  **Confidential** [ ]  **Non-confidential** |
| **Final Disposition:**[ ]  **Destroy** [ ]  **Archives** [ ]  **Selective Retention** |
| **Container (Box) Quantities:** | **Total Volume (metres) to be Transferred** **or Destroyed:** |
| **Brief Description of Records:** |
| **Approved by Head of Unit:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| ***For Records Centre Use*****Accession #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Pick up: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Signature of Records Centre Designate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**RM11 13/95**