**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**