Transfer Slip Procedures

1.0 Purpose

The purpose of these procedures is to explain how to fill out the Records Transfer Slip.

2.0 Overview of the Form

The Transfer Slip form is used:

- As a Delivery Slip to provide the moving contractors and PWS' North Slave Regional Office (NSRO) with pick-up and delivery information.

- To identify the purpose of a transfer

- To identify contacts for the transfer while the transfer is being processed

A Transfer Slip is required for each set of boxes to be transferred to all GNWT Records Centres.

3.0 Filling out the Form

3.1 Getting Started

a. Launch *MS Word*.
b. Open the template (located in the "Form" section of the webpage).
c. *Save As* a new file with a new file name.
d. Enter the information as outlined in the procedures below.

3.2 Contents of the Form

Fill out the white spaces in the form. The shaded spaces are to be left blank.

a. **Department:** Fill in the name of the department requesting to transfer records boxes.

b. **Division/Section:** Enter the name of the division that owns the records.
c. **Reference Number (Optional):** Some departments use their own reference number to track the transfer in addition to the DIIMS Transfer Number. If your department is using its own transfer reference number, enter it here.

d. **Contact:** Enter the name of the person who has the boxes. This is the person the moving contractor can contact when they go to pick up the boxes.

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e. **Contact Phone #:** Enter the phone number of the person who has the boxes. This is the person that the moving contractor can contact when they go to pick up the boxes.

f. **DIIMS Transfer ID:** Enter the DIIMS Transfer ID. This is the code that is assigned to a transfer by the department's Records Coordinator when he or she reviews the boxes in DIIMS. It is used to keep track of each group of boxes that is sent to the records centre. The Records Coordinator will add the Transfer ID to the form or provide it to you.

g. **Alternate Contact:** Enter the name of a person the moving contractor can contact when they go to pick up the boxes if the main contact is unavailable. This is a required field as well as their phone # (see below).

h. **Alternate Contact Phone #:** Enter the phone number of the alternate contact. This is the person that the moving contractor can contact when they go to pick up the boxes if the main contact is unavailable.

i. **Date:** Fill out the date that you sent the transfer request to the records analyst at PWS Corporate Records Management. This helps NSRO prioritize the boxes being picked up.

j. **Records Coordinator Name:** Enter the name of the Department's Records Coordinator. This indicates that the Records Coordinator has reviewed and approved the transfer.

k. **Records Coordinator Phone #:** Enter the Records Coordinator's phone number. The movers may contact the Records Coordinator when they go to pick up the boxes.

l. **Number of Boxes:** Enter the total number of boxes to be transferred.

m. **Building:** Enter the name of the building, the street address, or the building mail code where the boxes are located.

n. **Floor:** Enter the floor that the boxes are located on.

o. **Area:** Indicate which part of the floor the boxes are located in. For example, if the boxes are located in the Corporate Services area, enter Corporate Services. This will help direct the movers to the correct boxes, particularly in large office buildings that have multiple programs or divisions on one floor. This is an optional field**.**

p. **Box Type:** Click on the check box to select the correct option. Indicate if the boxes are standard records boxes, cheque boxes, or map/plan tubes. This helps the movers identify the correct boxes and helps NSRO schedule the pick-ups. It also helps the records centre employees determine that they received the correct boxes.

q. **Reason for Transfer:** Click on the check box to select the correct option. Indicate the reason that the boxes are being transferred to the records centre. This helps the records analysts process the transfer and helps the warehouse staff determine what they should do with the boxes when they receive them. Choose from the following options:

Reason for Transfer	Description
Storage (Semi-Active)	The boxes are being shipped to the records centre for semi-active storage, usually of a year or more.
Destruction (D)	The boxes are ready to be destroyed immediately according to ARCS, ORCS, or a One-Time Schedule.
Archival Selection (AS/D)	The boxes are ready to be transferred to the NWT Archives immediately according to ARCS, ORCS, or a One-Time Schedule.
Transitory Destruction	The boxes are ready to be destroyed immediately according to the Transitory Records Schedule, RDA 1997-02.
Returned Boxes	The boxes are being returned to the records centre for semi-active storage after being retrieved.
Other	There may be rare cases where boxes are being picked up for a reason other than the ones listed above. Provide the reason for the transfer.

r. **Notes and Instructions:** This is an optional space for writing extra instructions to help with pick-up of the boxes. For example, if the boxes are located in a basement, but the movers have to go to the third floor to find someone to let them into the space, write those instructions here.

s. **Records Management and Warehouse Use Only:** Leave this section blank. It is filled out by Corporate Records Management and the Warehouse Staff after the transfer has been approved.

4.0   Sample Form

Below is an example of a completed form.

RECORDS TRANSFER SLIP

Northwest Territories

Requested By:	Department	Division/Section	Reference No.
	Contact	Phone No.	DIIMS Transfer ID
	Alternate Contact	Phone No.	Date (d/m/y) Click here to enter a date.

Approved By Dept. Records Coordinator:	Name	Phone No.	# of Boxes

Location of Boxes:	Building	Floor	Area

	Box Type	Reason for Transfer	
	☐ Records Box	☐ Storage (Semi-Active)	☐ Transitory Destruction
	☐ Cheque Box	☐ Destruction (D)	☐ Returned Boxes
	☐ Map/Plan Tube	☐ Archival Selection (AS/D)	☐ Other: Give reason

Notes and Instructions:	

RECORDS MANAGEMENT USE ONLY:

Transfer From:	Building	Floor	Box Numbers	Disposition No.
Transfer To:	Building	Floor	Authorization	Date

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