

# **Retention Schedule Binder Instructions**

1. Please examine the entire binder to ensure you have the following:
  - A. **General Retention Schedule** – Look for **GRDS 0090905**
  - B. **Specific Retention Schedule(s)** for your department.
  - C. 2 Copies of **Appendix 1: Records Centre Transfer List Form**
  - D. 2 Copies of **Appendix 2: Proposal to Destroy Scheduled Records**
  - E. 1 Set of **Index Dividers** – “Premium Gold Ring Book Indexes”
  - F. **Instructions for Transferring Records** to the Temporary Records Centre
  - G. A sample **cover sheet** for your binder (you may use this if you wish)
  
2. After examining your binder you are to do the following:
  - A. Create a cover to be slipped under the clear plastic of the front of the binder
  - B. Make sufficient and extra copies of the “Records Centre Transfer List Form” (Appendix 1) and fill out completely based on your records collection to be transferred to the Temporary Records Centre
  - C. Make sufficient and extra copies of the “Proposal to Destroy Schedule Records” form (Appendix 2), and fill out completely based on the proposed records for disposal in your collection to be transferred to the TRC.
  - D. Use the **Index Dividers** to separate:
    1. The **General Retention Schedule**
    2. EACH Copy of the **Specific Retention Schedule**
    3. Copies of **Appendix 1**
    4. Copies of **Appendix 2**
  
3. *Please complete these instructions by your department's deadline. If you have any questions or concerns, please call the Archives and Records Management Unit at ext. 3044*