
RECORDS TRANSFER

This form is to be completed when records are transferred from schools and departments. This form must be included in the box/envelope containing the records. It is recommended that a label be affixed to the outside of the box/envelope stating the following: CONFIDENTIAL STUDENT RECORDS, IMMEDIATE ATTENTION IS REQUIRED. If the records being transferred are Ontario Student Records, follow the process described in Procedure 312: Ontario Student Record and the provincial *Ontario Student Record (OSR) Guideline*. This form must be retained permanently in accordance with the Records Retention Schedule.

| ORIGINATING SCHOOL/DEPARTMENT | | SCHOOL/DEPARTMENT PHONE OR EMAIL | |
|--|---|------------------------------------|--|
| TRANSFER AUTHORIZED BY (Principal/Supervisor name) | | PRINCIPAL/SUPERVISOR SIGNATURE | |
| BOX/ENVELOPE NUMBER | RECORDS DESCRIPTION (include box/envelope contents and function, record series, description) | Date Range (From-To) MM-DD-YYYY | |
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| TOTAL NUMBER OF BOXES/ENVELOPES | DATE SHIPPED AND METHOD | SHIPPED TO | |

Original: Sending location
Copy to: Receiving location and the FOI Coordinator