



NATURAL RESOURCE SECTOR TRANSFER OF LEGAL CUSTODY FORM

FILE NO. 432-25

If you are not sure how to complete this form, please select the appropriate Help buttons that provide instructions.
For a general overview of this process click here:

TYPE OF TRANSFER

YYYY - MM - DD

YYYY - MM - DD

- Temporary For the period _____ to _____
- Return from Temporary Transfer
- Permanent
- Litigation Discovery Case Name _____ and Registry Number _____

Notes (Optional)

It is the responsibility of the receiving office to confirm receipt of the listed files by signing and returning this form back to the sender.

FROM THE CARE AND CUSTODY OF:

NAME	MINISTRY
POSITION	DIVISION / PROGRAM
ADDRESS	
PHONE NUMBER	FAX NUMBER

AUTHORIZATION TO TRANSFER

Print Name	Signature	Date
------------	-----------	------

TO THE CARE AND CUSTODY OF:

NAME	MINISTRY
POSITION	DIVISION / PROGRAM
ADDRESS	
PHONE NUMBER	FAX NUMBER

CONFIRMATION OF RECEIPT

Print Name	Signature	Date
------------	-----------	------

USE FOR PERMANENT TRANSFERS ONLY – PLEASE SELECT ONE OF THE FOLLOWING OPTIONS:

Note: All official records must be entered into CRMS/TRIM prior to transfer

<input type="checkbox"/>	Records are IN CRMS and must be transferred between the following Org Units: TRANSFERRING OFFICE ORG UNIT: _____ RECEIVING OFFICE ORG UNIT: _____ NOTE: File list must be submitted to IAO via EDRMS.Help@gov.bc.ca
<input type="checkbox"/>	Records are IN TRIM and must be transferred between the following locations: TRANSFERRING OFFICE RECORD TYPE _____ RECEIVING OFFICE RECORD TYPE: _____ NOTE: Electronic TRIM Reference file list must be submitted to IAO via EDRMS.Help@gov.bc.ca
<input type="checkbox"/>	Records are IN CRMS and will be manually entered into TRIM, or other approved system, by receiver. NOTE: Use this option when approved business processes require admin/operational support for records to be managed within one records system

Detail records transferred using one of the following methods:

- Attach TRIM/CRMS generated reports, an electronic document or use page two to document records.
- Litigation records, **not classified**, can be transferred using this form by completing page two or attaching an electronic document.

DESCRIPTION OF RECORDS

List records below or select attachment used

TRIM Report

CRMS Report

Electronic Document

ARCS / ORCS RECORD #	RET. or SERIES CODE	RECORD TITLE DESCRIPTION	DATE RANGE	
			DATE OPEN (YY-MM-DD)	DATE CLOSE (YY-MM-DD)

DISTRIBUTION: 1) TRANSFERRING OFFICE FORWARDS ONE COPY OF THE FORM WITH THE FILE(S) AND RETAINS AN INTERIM COPY.
 2) RECEIVING OFFICE SIGNS, UPON RECEIPT OF THE FILE(S) AND RETURNS SIGNED COPY TO SENDER.
 3) TRANSFERRING OFFICE MAY DESTROY INTERIM COPY UPON RECEIPT OF CONFIRMATION FROM THE RECEIVING OFFICE.

NOTE: SENDING AND RECEIVING OFFICES TO RECONCILE BOX CONTENT LISTS TO ACTUAL FILES PRIOR TO CONFIRMING OFFICIAL RECEIPT.