



## FORM COMPLETION PROCEDURES

**PURPOSE:** To track semi-active files or boxes of files temporarily retrieved from storage (off-site or on-site) from time of request until returned to storage.

**COLUMN 1:** Enter the date the request was made to off-site facility or when records were removed from on-site storage.

**COLUMN 2:** Enter off-site accession numbers or on-site storage location.

**COLUMN 3:** Enter one box number only on each line.

**COLUMN 4:** Use if files only are retrieved from boxes in storage.

**COLUMN 5:** Enter date record(s) received from storage.

**COLUMN 6:** Enter name of person who requested record(s).

**COLUMN 7:** Enter the storage centre that the file comes from.

**COLUMN 8:** Enter actual date shipped or returned to storage.

**COLUMN 9:** Enter B if box is retrieved or F if only files.

**NOTE:** When files are reactivated or permanently withdrawn from off-site storage, the Ministry Records Officer must be informed in writing.