



Saint Mary's University Archives, Records Centre Record Disposition Schedule

Fill out all sections of this form before transferring items to the Records Centre located in the University Archives. All material listed here should be **semi-active** (not in day-to-day use but still needing to be available, or to be kept for legal or other reasons). The Archives will help you determine a retention period if needed, sample retention schedules are available on the Records Centre web site. At the end of the retention period the material will either be destroyed or transferred to the Archival Collection for permanent storage. The Records Centre will notify the department before any material is destroyed. **This form is not a box list. It should be accompanied by a separate box list and a Transfer Form (RC001).**

Series, File Number, or Box Number	Description of Series and/or Record Type	Retention Period in Records Centre	End Date of Retention Period	Final Disposition (Archival Collection or Destruction)
SAMPLE: Box 2, files 12-20	Staff personnel files, 2001-2002	5 years	April 2008	Archival collection

Saint Mary's University Archives – 3rd floor, Patrick Power Library, Phone 420-5508,
email archives@smu.ca
www.stmarys.ca/administration/archives/archives.html