PVNC Catholic

Records Transfer List

Complete to the best of your ability and send with records to RIMS @ Catholic Education Centre

Department/School:	**Form Date:**
Contact's Position:	**Box Code:** *Use your school code and a sequential number ie. 112001, 112002*

Disposition:
[ ] Perm [ ] Shred [ ] Archive [ ] Retain Until:

Storage Location Code:
Will be completed by RIMS

All records on this list must have the same disposition.

File Date Range	File Description