HIGH PRAIRIE SCHOOL DIVISION

RECORDS INVENTORY/TRANSFER

Inventoried by	Branch or Program Name	Page of	Date Inventoried	
Telephone	Location of Boxes		Date Transferred	

Box, File or Reference Number	File/Record Title	Give a general description of subject content, form name and numbers, major document types (e.g. Invoices, Contracts, Reports, etc.)	File Date Range		Records Schedule Number	Records retained at or transferred to:
			From YYYY/MM/DD	To YYYY/MM/DD	(Retention Series)	