



PROVINCIAL  
ARCHIVES OF  
SASKATCHEWAN

## INVENTORY FORM – ELECTRONIC RECORDS

<b>Ministry/Agency:</b>			
<b>Branch/Division:</b>			
<b>Contact Name (if other than Designated Records Officer):</b>			
<b>Tel:</b>		<b>email:</b>	
<b>Location of Records:</b>			<b>Transfer/Transit # (if applicable):</b>

### Historical Context

<b>Originating Ministry/Crown Corporation/Agency and Division/Branch (i.e. where it was originally created):</b>	
<b>Purpose of the Record (include any background information that may help identify the records series/function including position title of records creator, office, program, etc.)</b>	

**NOTE:** A MINISTRY MAY USE THEIR OWN INVENTORY FORMS, PROVIDING ALL PERTINENT INFORMATION IS INCLUDED AND FORMS ARE ATTACHED TO THE APPROPRIATE PROVINCIAL ARCHIVES REQUEST OR NOTIFICATION FORM.

Software/ File Type	Size (number of items, MB, GB, etc.)	File Title/ Description	Inclusive Dates (Begin and End Date)	Schedule Name/ Number	Schedule Item # (primary and secondary # or records series #)	Date Eligible for Disposal	Archives use only
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For more information please contact the Information Management Unit (IMU) at 787-0734, or [recordhelp@archives.gov.sk.ca](mailto:recordhelp@archives.gov.sk.ca) , or [www.saskarchives.com](http://www.saskarchives.com) .

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