



PROVINCIAL
ARCHIVES OF
SASKATCHEWAN

INVENTORY FORM – PAPER RECORDS

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

Historical Context

Originating Ministry/Agency and Division/Branch (i.e. where it was originally created):	
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.)	

NOTE: A GOVERNMENT INSTITUTION 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.

Box ID	File Title/ Description	Inclusive Dates	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 , or www.saskarchives.com .

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