

**Authorization to Proceed with Disposal Process Form**

**Part One** – To be completed by Ministry or Branch

­­­­­­­­­­­­­­­­­­­­­­Request Date: ­{{ date }}

Ministry: ­­­Agriculture Branch: {{ branch }}

DRO: Jackie DeWaal Email: jackie.dewaal@gov.sk.ca

Location of Records: Records Centre

Transfer Number (if applicable): {{ transfer }}

Prepared By: {{ contact }} ({{ email }})

Title of Records Series (to which records belong): N/A Total # Boxes: {{ total }}

Creation Date(s) of Records: {{ year }}

Brief Description of Records: {{ description }}

Record Schedule Numbers and attach copies: {{ schedule }} (see attached transfer form)

**IMPORTANT**

Complete **Part One** and email to Ministry of Health Records Manager [tobaccolitigation@health.gov.sk.ca](mailto:tobaccolitigation@health.gov.sk.ca)

**Part Two** – To be completed by Ministry of Health Records Manager

Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Form #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part Three** – Completed by Ministry of Health Records Manager

Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check one of the following options:

Proceed with Disposal Request  **\***Do Not Proceed with Disposal Request

**\*** If *Do Not Proceed with Disposal Request* indicate reason:

**Note:** **If “Do Not Proceed with Disposal Request” is indicated the Ministry must resubmit a new request form for these records when the issue has been resolved.**

Date Returned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature Records Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complete **Part Three** and email to originator

**Part Four** – Completed by Ministry or Branch DRO

Date of Submission to Archives: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IMPORTANT**

Complete **Part Four** and email to Ministry of Health Records Manager [tobaccolitigation@health.gov.sk.ca](mailto:tobaccolitigation@health.gov.sk.ca)