

Government Records Office
 Archives of Manitoba
 130 - 200 Vaughan Street,
 Winnipeg MB R3C 1T5
 gro@gov.mb.ca

THIS AMENDMENT IS FOR
 SCHEDULE NUMBER:

1. CODE	NUMBER
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COMPLETE ONLY THOSE FIELDS WHICH REQUIRE AMENDMENT			
			SCHEDULE CODE (field 1)
DEPARTMENT/CORPORATION/AGENCY (field 2)		DIVISION/BRANCH (field 2)	
SERIES TITLE (field 3)			
SERIES FILING SYSTEM (field 7)		RETAINED BY (field 7)	
		Fiscal Year	Calendar Year Other
DATES (field 5) Began Ended Continuing	RETENTION PERIOD (field 20) Note: Total number of months or years must not differ from figure in field 20 of existing Records Schedule. Office C+ Records Centre		ARCHIVES ACCESS (field 22) Access permitted under s.3(a) <i>Freedom of Information & Protection of Privacy Act</i> Yes No
NOTES:			
Authorized By: Name _____ Position _____			
		_____ Signature	_____ Date

To prepare an amendment:

1. Enter the schedule code and number to be amended in the top right corner.
2. Complete the amendment form – filling in only those fields which require modification.
3. Enter the name and position of the person authorizing the amendment. Amendments can be made by the department responsible for the records or by the Government Records Office (GRO).
4. Sign and date the amendment form.
5. Submit the amendment to the GRO. Address information is on the top left corner of this form.
6. The GRO will review the amendment, process it, and distribute the updated schedule to the department responsible for the records.

For more details see Procedure GRO 1: Preparing Records Schedules.

Note: Amendments may change the costs associated with the records in storage at the GRC.