



Records Schedule

New Schedule

Government Records Office
Archives of Manitoba
3 - 100 Vaughan Street, Winnipeg, R3C 1T5

I. CODE FS	NUMBER 0362A
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2. DEPARTMENT/CORPORATION/AGENCY Family Services & Consumer Affairs		BRANCH/SECTION Child & Family Services Agencies	11. EXISTING AUTHORITY (IF ANY) FS 0362
3. SERIES TITLE Child-in-Care Files			12. STATUTORY/REGUL. REFERENCES <i>The Child and Family Services Act S.M. 1985-86, c.80, The Adoption Act, S.M. 1997, A2</i>
4. SERIES MEDIUM Textual, Videotape, Photographic	5. DATES Began: 1899 Ended: Continuing <input checked="" type="checkbox"/>		13. DISCONTINUED FIELD
6. SERIES FUNCTION To record the provision of services and activities directed toward children who have been taken into the legal care of agencies mandated under <i>The Child and Family Services Act</i> .			14. RECORDS CENTRE RETRIEVALS Estimated annual retrievals Number: 48 Not Applicable <input type="checkbox"/>
7. SERIES FILING SYSTEM Numeric/Alphabetical		RETAINED BY: Fiscal Year _____ Calendar Year <input checked="" type="checkbox"/> _____ Other:	
8. INFORMATION PUBLISHED -Various Statistical Reports -Family Services Annual Report -Mandated agencies Annual Reports		9. LOCATIONS OF COPIES/ORIGINALS Selected distribution: -CFS Director's Files (<i>FS/CSC 0137</i>) -Children's Advocate -Other Child & Family Services agencies -Court of Queen's Bench -Provincial Court -Vital Statistics -Chief Medical Examiner's Office -Manitoba Ombudsman -Agency Adoption Records (<i>FS 0363</i>) -Absolute Adoption Records (<i>FS/CSC 0007A</i>) -Family Files (<i>FS 0361</i>) -Foster Home Files (<i>FS/CSC 0013A</i>) -Child & Family Services Information System	15. ANNUAL ACCUMULATION RATE 50 cu. ft. 16. SPACE REL. EASABLE: 1st TRANSFER N/A year cu. ft. 17. OFFICE LOCATIONS: <u>Street Address</u> Various
10. SERIES CONSISTS OF: See Attachment A: Series Description.			
18. DEPUTY MINISTER, CEO (or designate): I confirm that this Records Schedule is an accurate description of the records and reflects the department/agency retention requirements. Peter Dubiński, Asst. Deputy Minister NAME/POSITION <u><i>Peter Dubiński</i></u> SIGNATURE <u>April 22/10</u> DATE			
19. RECORDS OFFICER: <u><i>Barbara Fmy</i></u> SIGNATURE <u>May 10/2010</u> DATE			
20. RETENTION PERIOD DEPARTMENT Current Year + <u> </u> * RECORDS CENTRE <u> </u> *		21. DISPOSAL ACTION DESTROY after <u> </u> years OR TRANSFER TO ARCHIVES after <u> </u> * years <small>Total Box 10</small>	
23. QUALIFICATIONS * See Attachment B: Series Components – Retention & Disposition.		22. ARCHIVES ACCESS Access permitted under Section 3 (a), <i>Freedom of Information and Protection of Privacy Act</i> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input checked="" type="checkbox"/> ** Governed by <i>The Child and Family Services Act</i> and <i>The Adoption Act</i>	
		24. ARCHIVIST OF MANITOBA Approved under authority of the <i>Archives and Recordkeeping Act</i> : <u><i>S. Doolan</i></u> SIGNATURE <u>May 13 2010</u> DATE	

SERIES DESCRIPTION

(from field 10, Records Schedule)

Under *The Child and Family Services Act*, a child may come into the care of a mandated Child and Family Services agency through a voluntary placement agreement (VPA), a voluntary surrender of guardianship agreement (VSG), or apprehension and a subsequent temporary or permanent order of guardianship. A child becomes a permanent ward of an agency either through a VSG or a permanent order of guardianship.

Voluntary Placement Agreement – An agency may enter into a VPA with a parent, guardian or other person who has actual care and control of a child, for placing the child without transfer of guardianship. The purpose of a VPA is to provide child care where a family is unable to make adequate provision for the care of the child. A VPA is used either because of illness, misfortune, or other circumstances likely to be of a temporary duration or because the child has a mental disability or chronic medical disability or is 14 years of age or older and beyond the control of the family caregiver. VPA's may be signed for a maximum of 12 months at a time and, in certain cases, renewed yearly until a child reaches 18 years of age.

Voluntary Surrender of Guardianship Agreement – An agency may enter into a VSG with a parent or, where a child has no parent, with a guardian for the purpose of relinquishing a child permanently to the care of the agency. The Act permits a mother to sign a VSG if she is unmarried or has ceased cohabiting with her husband for 300 days or more. The child becomes a permanent ward of an agency and is available for adoption.

Apprehension and Court Order – An agency may apprehend a child who is in need of protection and place the child in a place of safety or licensed foster home or facility. While there has been variation in practice, agencies are required to open a child-in-care file after a decision is made to place the child outside the family home and either proceed to court for an order or enter into a VPA. If proceeding to court, an agency must file an application within four working (juridical) days from the date of apprehension or such further period as a judge may allow. On finding a child in need of protection, a court must make one of the following orders:

- return the child to the parents or guardians under an agency's supervision
- place the child with a third party
- grant a temporary order of guardianship of the child to an agency
- grant an permanent order of guardianship of the child to an agency

Under the Act, the Director of Child and Family Services and agencies must review the care and treatment of each child that is currently in their care, at least once a year. The Act provides for transfer of

orders of guardianship and orders of supervision between agencies in Manitoba. In certain cases, services and activities for children in care are provided by a supervising agency for children in the legal care of another agency or jurisdiction.

Child-in-Care records consists of children's case files that record the opening of cases at intake and related case management activities for children who have been taken into legal care under *The Child and Family Services Act* through a voluntary placement agreement (VPA), a voluntary surrender of guardianship agreement (VSG), or apprehension and a subsequent temporary or permanent order of guardianship. Files document intake, assessment, planning, service provision, review, transfer, and closure of cases of children in care. Case files include family history and other client information, casework, and other activities related to provision of services to a child-in-care.

Under the Act, records of children who have been taken into care must be closed and sealed and then filed separately from other case records (i.e. records of permanent wards closed after a ward has reached the age of majority.) However previous to the coming into force of the Act, some records of children-in-care are filed together with family case files, usually as child sub-files (see *FS 0361, Family Files*)

After the coming into force of *The Adoption Act* in 1999, case files of permanent wards who were adopted after March 15, 1999 are deemed to be adoption records subject to provisions for access and disposition under *FS 0363, Agency Adoption Records*.

Case files record the provision of services for children that have been taken into care by agencies mandated under *The Child and Family Services Act*. Series consists of three components:

1. **Child Case Files (c.1892 – March 15, 1999)**

This component consists of child files closed prior to March 16, 1999, including cases of temporary and permanent wards. Files include originals and copies of correspondence with parents and /or guardians and social service organizations pertaining to the admission, discharge, and/or re-placement of a child in care, including notices of placement into care, as well as original and copies of legal documents such as birth certificates, signed agreements for voluntary placement or transfer of guardianship to an agency, notices of hearing, court orders, and proceedings. Also includes service plans, reviews, summaries, and caseworkers' notes, and various reports that pertain to the disposition of cases of children who have been taken into care by a mandated agency. Reports may include psychiatric, psychological, and social assessments, income statements, reports from schools, police, and other community agencies, and related photographs, and other documents related to placement, program planning and review, and progress of a child who has been taken into care under the Act. May also include copies of related reports generated from the Child and Family Services Information System (CFSIS.) Case files are filed by agency and office location, then by child's name or file number.

2. **Child Case Files (March 16, 1999 -)**

Consists of child case files closed after March 15, 1999. Includes cases of temporary and permanent wards but does not include cases of permanent wards who were adopted by an order of adoption made after March 15, 1999.

3. **Child Case Files – Age of Majority**

Consists of child case files closed after March 15, 1999 for cases of temporary and permanent wards who reached the age of majority while under the guardianship of a child welfare agency. As per Section 78(14) of *The Child and Family Services Act* “where a ward or child ... has reached the age of majority and the record of the wardship of placement has been closed, the record shall be sealed... and stored in a safe depository...”

These files were previously scheduled as part of series component 2, although the special requirements for closure and access still applied under the Act. This revised schedule identifies the files as a separate series component, and provides for a shorter office retention period.

SERIES COMPONENTS – RETENTION AND DISPOSITION

No.	SERIES COMPONENT	RETENTION				DISPOSITION After total retention:	
		OFFICE (current +)	RECORDS CENTRE ¹	TOTAL RETENTION	QUALIFICATIONS	DESTROY	OF ARCHIVES ²
1.	Child Case Files (c. 1892 – March 15, 1999)	C + 2*	28	30	* after file closure		X
2.	Child Case Files (March 16, 1999 -)	C + 2*	28	30	* after file closure		X
3.	Age of Majority Files	C + 1*	29	30	* after file closure		X

(rev. 02.2007)

¹ Records Centre Storage is for hard copy (non-electronic) records only.
² Records will be destroyed unless approved for transfer to Archives by the Archivist of Manitoba. (This column is not for departmental use.)



Memorandum

DATE: 13 May 2010

TO: Bev Frey
Department/Agency Records Officer
Family Services and Consumer Affairs
400 - 326 Broadway

FROM: Records Advisory Services
Government Records Office
Archives of Manitoba
130 - 200 Vaughan Street
Winnipeg MB R3C 1T5

PHONE NO.: 945-3738 FAX: 948-2008

SUBJECT: Approved Records Schedule: **FS 0362A**

Please find attached a copy of the approved Records Schedule that was recently submitted by your department/agency. It can now be used to transfer records for authorized retention and disposal in accordance with Government Records Office Procedure GRO 2.

Please retain this copy with your department/agency's master set of Records Schedules, and forward a copy to the office responsible for the records.

To view all current Government Records Office procedures, please visit our web site:
<http://www.gov.mb.ca/chc/archives/gro/recordkeeping>.



Records Authority Schedule

Dec 6/99

SEND TO: Secretary, Provincial Documents Committee
Governmental Records, Provincial Archives
3 - 200 Vanghan Street, Winnipeg, R3C 1T5

CODE	NUMBER
FS	0362

2. DEPARTMENT/CORPORATION/AGENCY Family Services & Housing		BRANCH/SECTION Child & Family Services Agencies	11. EXISTING AUTHORITY (IF ANY) FS/CSC 0010; 0082; 0138; 0140; 0233
3. SERIES TITLE Child-in-Care Files			12. STATUTORY/REGUL. REFERENCES - <i>The Child and Family Services Act</i> S.M. 1985-86, c.80, <i>The Adoption Act</i> , S.M. 1997, A2
4. SERIES MEDIUM Textual, Videotape, Photographic	5. DATES Began: 1899 Ended: Continuing <u>X</u>		13. RECORDS CENTRE RETRIEVAL LIMITED TO DESIGNATED POSITION Yes <u>X</u> No ___ Not Applicable ___
6. SERIES FUNCTION To record the provision of services and activities directed toward children who have been taken into the legal care by agencies mandated under <i>The Child and Family Services Act</i> .			14. RECORDS CENTRE USE Estimated annual retrievals *Number to be determined Number: ___ * Not Applicable ___
7. SERIES FILING SYSTEM Numeric/Alphabetical		RETAINED BY: Fiscal Year ___ Calendar Year <u>X</u> Other: ___	15. ANNUAL ACCUMULATION RATE <i>To be determined cu. ft.</i>
8. INFORMATION PUBLISHED Various statistical reports: - Family Services Annual Report - Mandated agencies Annual Reports		9. LOCATIONS OF COPIES/ORIGINALS Selected distribution: - CFS Director's Files (FS/CSC 0137) - Children's Advocate - Other child & family services agencies - Court of Queen's Bench - Provincial Court - Vital Records - Chief Medical Examiner's Office - Manitoba Ombudsman - Agency Adoption Records (FS 0363) - Absolute Adoption Records (FS/CSC 0007A) - Family Files (FS 0361) - Foster Home Files (FS/CSC 0013A) - Child & Family Services Information System	16. SPACE RELEASABLE: IN TRANSFER 1999 year <i>To be determined cu. ft.</i>
17. STORAGE LOCATIONS: Loc. No. Street Address See Attachment C.			
10. SERIES CONSISTS OF: See Attachment A.			
18. DEPUTY MINISTER, CEO (or designate):		DATE: Dec 6/99	
19. RECORDS OFFICER:		DATE: Dec 6/99	
20. RETENTION PERIOD DEPARTMENT Current Year + * RECORDS CENTRE *		21. DISPOSAL ACTION Total Box 20 DESTROY after ___ years OR TRANSFER TO ARCHIVES after * years	22. ARCHIVES ACCESS Access permitted under Section 3 (a), Freedom of Information and Protection of Privacy Act Yes ___ No ___ Not applicable ** ** Governed by <i>The Child and Family Services Act</i> and <i>The Adoption Act</i>
23. QUALIFICATIONS * See Attachment B ** Access governed by <i>The Child and Family Services Act</i> and <i>The Adoption Act</i>		24. PROVINCIAL DOCUMENTS COMMITTEE This Records Authority Schedule is an accurate statement of retention and disposal recommendations made by the Provincial Documents Committee at its meeting on: December 14, 1999 Secretary: <u>303 Ferguson</u> Date: <u>Jan. 24, 2000</u>	
25. BY ORDER OF MINISTER (OR DESIGNATE)		DATE: 24 Jan. 2000	

Distribution: Government Records Office
Records Officer
Manitoba Government Records Centre

SERIES DESCRIPTION

Under *The Child and Family Services Act*, a child may come into the care of a mandated child and family services agency through a voluntary placement agreement (VPA), a voluntary surrender of guardianship agreement (VSG), or apprehension and a subsequent temporary or permanent order of guardianship. A child becomes a permanent ward of an agency either through a VSG or a permanent order of guardianship.

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- place the child with a third party
- grant a temporary order of guardianship of the child to an agency
- grant an permanent order of guardianship of the child to an agency

Under the Act, the Director of Child and Family Services and agencies must review the care and treatment of each child that is currently in their care, at least once a year. The Act provides for transfer of orders of guardianship and orders of supervision between agencies in Manitoba. In certain cases, services and activities for children in care are provided by a supervising agency for children in the legal care of another agency or jurisdiction.

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After the coming into force of *The Adoption Act* in 1999, case files of permanent wards who were adopted after March 15, 1999 are deemed to be adoption records subject to provisions for access and disposition under *FS 0363, Agency Adoption Records.*

Case files record the provision of services for children that have been taken into care by agencies mandated under *The Child and Family Services Act*. Series consists of two components:

1. Child Case Files (c.1892 – March 15, 1999)

Series consists of child files closed prior to March 16, 1999, including cases of temporary and permanent wards. Files include originals and copies of correspondence with parents and/or guardians and social service organizations pertaining to the admission, discharge, and/or replacement of a child in care, including notices of placement into care, as well as originals and copies of legal documents such as birth certificates, signed agreements for voluntary placement or transfer of guardianship to an agency, notices of hearing, court orders and proceedings. Also includes service plans, reviews, summaries, and caseworkers' notes, and various reports that pertain to the disposition of cases of children who have been taken into care by a mandated agency. Reports may include psychiatric, psychological, and social assessments, income statements, reports from schools, police and other community agencies, and related photographs, and other documents related to placement, program planning and review, and progress of a child who has been taken into care under the Act. May also include copies of related reports generated from the Child and Family Services Information System (CFSIS.) Case files are filed by agency and office location, then by child's name or file number.

2. Child Case Files (March 16, 1999 -)

Series consists of child case files closed after March 15, 1999. Includes cases of temporary and permanent wards but does not include cases of permanent wards who were adopted by an order of adoption made after March 15, 1999.

SERIES COMPONENTS - RETENTION AND DISPOSITION

NO.	SERIES COMPONENTS	RETENTION		DISPOSITION	
		Dept.	Rec. Ctr.	Destroy	Archive
1.	Child Case Files (c.1892 - March 15, 1999)	C + 2*	28		30
2.	Child Case Files (March 16, 1999 -)	C + 2*	28		30

* After file closure

COMMON RECORDS SERIES - BY LOCATION

NO.	OFFICE LOCATION (Box 17)	BEGINNING DATE (Box 5)	ANNUAL ACCUMULATION (Box 15)	FIRST TRANSFER (Box 16)	
				Year	cu. Ft.
988	Anishinaabe Child and Family Services - West Fairford First Nation Fairford, MB	1986	<i>*To be determined</i>	*	*
989	Awasis Agency of Northern Manitoba 100 - 701 Thompson Drive Thompson, MB	1987	<i>*To be determined</i>	*	*
990	Child & Family Services of Western Manitoba 800 McTavish Ave. Brandon, MB	1899	10	1999	80
990	Child & Family Services of Central Manitoba 25-3 rd Street S.E. Portage la Prairie, MB	1934	3	1999	30
991	Churchill Child & Family Services 162 Laverendrye Ave. Churchill, MB	1976	<i>*To be determined</i>	*	*
866	Cree Nation Child and Family Caring Agency 2 nd floor, Otineka Mall The Pas, MB	1993	<i>*To be determined</i>	*	*
992	Dakota Ojibway Child and Family Services 702 Douglas St. Brandon, MB	1981	<i>*To be determined</i>	*	*
993	Intertribal Child and Family Services (Anishinaabe Child and Family Services - East) Fisher River, MB	1986	<i>*To be determined</i>	*	*
994	Island Lake First Nations Family Services Garden Hill, MB	1997	<i>*To be determined</i>	*	*
995	Jewish Child and Family Services Suite C200-123 Doncaster St Winnipeg, MB	1952	<i>*Microfiche</i>	*	*

COMMON RECORDS SERIES - BY LOCATION

NO.	OFFICE LOCATION (Box 17)	BEGINNING DATE (Box 5)	ANNUAL ACCUMULATION (Box 15)	FIRST TRANSFER (Box 16)	
				Year	cu. Ft.
996	KinosaoSipi Minisowin Agency Norway House, MB	1999	<i>*To be determined</i>	*	*
997	Peguis Child and Family Services Peguis, MB	1999	<i>*To be determined</i>	*	*
998	Southeast Child and Family Services 4 th floor – 360 Broadway Ave. Winnipeg, MB	1983	<i>*To be determined</i>	*	*
061	West Region Child and Family Services 38-1 st Ave. North West Dauphin, MB	1985	<i>*To be determined</i>	*	*
999	Winnipeg Child and Family Services 2 nd floor – 831 Portage Ave. Winnipeg, MB	April 1, 1985	60		
1000	Winnipeg Child and Family Services 222 Provencher Boulevard Winnipeg, MB	April 1, 1985	<i>Foster home files</i>		
1001	Winnipeg Child and Family Services 1386 Main St. Winnipeg, MB	April 1, 1985	<i>Adoption files and child in care (age of majority) files</i>		
011	Family Services - Eastman Region Regional Operations Office 20 – 1 st Street South Beausejour, MB	c.1920	2		

SCHEDULE: FS 0362

COMMON RECORDS SERIES - BY LOCATION

NO.	OFFICE LOCATION (Box 17)	BEGINNING DATE (Box 5)	ANNUAL ACCUMULATION (Box 15)	FIRST TRANSFER (Box 16)	
				Year	cu. Ft.
597	Family Services - Interlake Region Regional Operations Office Selkirk Mental Health Centre 3 rd Floor, Administration Bldg Selkirk, MB	c.1960	6		
208	Family Services - Norman Region Regional Operations Office Provincial Building 3 rd & Ross Avenue Box 2550 The Pas, MB	c.1960	3		
581	Family Services - Parkland Region Regional Operations Office 309-27 - 2 nd Ave S.W. Dauphin, MB	c.1920	8		
1004	Family Services - Thompson Region Regional Operations Office 867 Thompson Drive South Thompson, MB	c.1960	8		



Memorandum

DATE: December 6, 1999

LOG NUMBER:

TO: Secretary, Provincial Documents
Committee
Government Records
Provincial Archives
3 - 200 Vaughan Street
Winnipeg, MB

FROM: Phil Goodman
Executive Director
Child, Family and Community
Development
200 - 114 Garry Street
Winnipeg, MB

PHONE: 945-6948

FAX: 945-6717

SUBJECT: RECORDS CENTRE RETRIEVAL


I am writing this memo as the Director of Child, Family and Community Development.

This is to advise that retrieval of records is limited to:

- Director of Child, Family and Community Development; and
- Family Services & Housing Records Officer,

for the following Records Authority Schedules (as indicated in schedule box 13):

- | | |
|-----------------|--|
| ✓ - FS 0361 | Family Files |
| ✓ - FS 0362 | Child in Care Files |
| ✓ - FS/CSC 013A | Foster Home Files |
| - FS 0364 | Children's Aid Society of Eastern Manitoba Case Files <i>NOT IN HIR.</i> |
| ✓ - FS 0366 | Agency Client Registries |
| ✓ - FS/CSC 07A | Absolute Adoption Records |
| ✓ - FS 0365 | Post-Adoption Registry Files |
| ✓ - FS 0363 | Agency Adoption Records |


Phil Goodman

KC/ln
WPCX/RECORDS CENTRE




Records Schedule AMENDMENT

Government Records Office
Archives of Manitoba
3 - 200 Vaughan Street, Winnipeg MB R3C 1T5

THIS AMENDMENT IS FOR
SCHEDULE NO.:

1. CODE FS	NUMBER 0362
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COMPLETE ONLY THOSE FIELDS WHICH REQUIRE AMENDMENT.		
		SCHEDULE CODE (field 1)
DEPARTMENT/CORPORATION/AGENCY (field 2)		DIVISION/BRANCH (field 2) Child & Family Services Division & Agencies
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 21 of existing Records Schedule. Office C+ _____ Records Centre _____	ARCHIVES ACCESS (field 22) Access permitted under s.3(a) Freedom of Information & Protection of Privacy Act Yes _____ No _____
NOTES: For clarification, this schedule covers Child-in-Care files from all locations (CFS agencies and divisional offices), including files previously covered by FS/CSC 0010 (Ward Files).		
SIGNATURE:  Records Officer _____ Date <u>June 6/03</u>		

(rev. 01.2003)


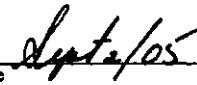


Records Schedule AMENDMENT

Government Records Office
Archives of Manitoba
3 - 200 Vaughan Street, Winnipeg MB R3C 1T5

THIS AMENDMENT IS FOR
SCHEDULE NO.:

1. CODE FS	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) AMENDMENTS FOR SCHEDULES FOR METIS CHILD AND FAMILY SERVICES AGENCIES
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 21 of existing Records Schedule. Office C+ _____ Records Centre _____	ARCHIVES ACCESS (field 22) Access permitted under s.3(a) Freedom of Information & Protection of Privacy Act Yes _____ No _____
NOTES: * AMENDMENTS TO SCHEDULES FOR METIS CHILD AND FAMILY SERVICES AGENCIES : (ADDING NEW ATTACHMENTS [D'] LISTING LOCATIONS OF METIS AGENCIES)		
FS/CSC 0013A FS 0361 FS 0362 FS 0363A FS 0366		
SIGNATURE:		
 Records Officer		 Date

(rev. 01.2003)

Please Initial & return a copy. Jro

COMMON RECORDS SERIES - BY LOCATION

NO.	OFFICE LOCATION (Box 17)	BEGINNING DATE (Box 5)	ANNUAL ACCUMULATION (Box 15)	FIRST TRANSFER (Box 16)	
				Year	cu. Ft.
	Métis Child & Family Services Authority	2005	*To be Determined	*	*
	127-150 Henry Street				
	Winnipeg, Manitoba R3B 0J7				
	Métis Child, Family & Community Services	2005	* To be Determined	*	*
	1261 Main Street				
	Winnipeg, Manitoba R2W5G9				
	Sub-Offices:				
	Brandon Office	2005	*To be Determined	*	*
	101-339 Princess Ave				
	Brandon, Manitoba R7A 0N7				
	Dauphin Office	2005	*To be Determined	*	*
	39-27 2 nd Ave S.W.				
	Dauphin, Manitoba R7N 3E5				
	Portage la Prairie Office	2005	*To be Determined	*	*
	25-3 rd Street S.E				
	Portage la Prairie, Man R1N1N1				

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**ATTACHMENT:
SCHEDULE: FS036**

COMMON RECORDS SERIES - BY LOCATION

NO.	OFFICE LOCATION (Box 17)	BEGINNING DATE (Box 5)	ANNUAL ACCUMULATION (Box 15)	FIRST TRANSFER (Box 16)	
				Year	cu. Ft.
	St. Laurent Office	2005	*To be Determined	*	*
	One Parish Lane				
	St. Laurent, Manitoba ROC 2SO				
	Swan River Office	2005	* To be Determined	*	*
	605 Main St., P.O. Box 605				
	Swan River, Manitoba ROL 1zo				
	The Pas Office	2005	*To be Determined	*	*
	79-3 rd Street E. P.O. Box 2550				
	The Pas, Manitoba R9A 1M4				
	Thompson Office	2005	*To be Determined	*	*
	29 Elizabeth Dr.				
	Thompson, Manitoba R8N 1X4				
	Winnipeg Office (Broadway Location)	2005	* To be Determined	*	*
	720 Broadway				
	Winnipeg, Manitoba R3G OX1 and				
	Winnipeg Office (Main St. location)	2005	*To be Determined	*	*
	1386 Main St				
	Winnipeg, Manitoba R2W 3V1				