# One Time Disposal Submission Template

**Note:** Please identify the number of boxes in this submission. For electronic records please state the extent. File listings including individual file titles, individual file date range are required. All records (regardless of format) subject to legal hold and discovery requirements, or any other investigation under legislation, shall be protected, preserved and produced under those legislative requirements until the legal hold is released.

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| **Number of Boxes:** |  | | |
| Box Numbers (Range): |  | | |
| Electronic Records Extent: |  | | |
| **Record Series Title:** |  | | |
| **Description:** |  | | |
| Records Created By: | [Include Department or other Pubic Body Name]  [Include Branch and Division Names] | | |
| File Date Range: | yyyy - mm | to | yyyy-mm |
| Records Custodian: | [Name, Title] | | |
| [Email Address] | | |
| [Phone Number] | | |

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| Identification of ATIPP and other Exceptions to Access as Applicable: Not Applicable (Rationale must be provided if not applicable is selected)  Section 27 - Cabinet confidences  Section 28 - Local public body confidences  Section 29 - Policy advice or recommendations  Section 30 - Legal advice  Section 31 - Disclosure harmful to law enforcement  Section 32 - Confidential evaluations  Section 33 - Information from a workplace investigation  Section 34 - Disclosure harmful to intergovernmental relations negotiations  Section 35 - Disclosure harmful to the financial or economic interests of a public body  Section 36 - Disclosure harmful to conservation  Section 37 - Disclosure harmful to individual or public safety  Section 38 - Disclosure harmful to labour relations interests of public body as employer  Section 39 - Disclosure harmful to business interests of a third party  Section 40 - Disclosure harmful to personal privacy  Section 41 - Disclosure of House of Assembly service and statutory office records |
| **Other:** Identify Federal or Provincial Acts or Regulations that prevail over ATIPP, or other Provincial Legislation that affects access. |
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| \*\*Records being transferred to The Rooms Provincial Archives may be made available to the public\*\*  **Is there any issue with this information being made available to the public?** (If Yes, briefly explain) |
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Please forward completed form to the Government Records Lifecycle Management Unit at [GRLM@gov.nl.ca](mailto:GRLM@gov.nl.ca).