

**STORAGE USE ONLY**

Retention Period: \_\_\_\_\_ Destruction Date: \_\_\_\_\_



**NB Council**

**Forms Retention Envelope Label for use with SafeGuide 2008**

*Please securely affix this label with tape to the outside of an 8 1/2" x 11" envelope.*

Responsible Guider: \_\_\_\_\_ Date of Event/Activity: \_\_\_\_\_

Unit, district, area or province name \_\_\_\_\_

Unit, district, area or province iMIS number \_\_\_\_\_

Description of event/activity, or function of forms inside \_\_\_\_\_

*Please indicate beside all appropriate form numbers which type of forms are contained in the envelope:*

SG.1		SG.5		H.3		H.6		IT.2		IT.7	
SG.2		SG.6		H.4		C.10		IT.3		IT.8	
SG.3				H.5		INS.01		IT.4		TR.8	
SG.4						INS.02		IT.5		GS.3	
						WA.1		IT.6			
Other: _____											

*Revised November 2008*

**STORAGE USE ONLY**

Retention Period: \_\_\_\_\_ Destruction Date: \_\_\_\_\_



**NB Council**

**Forms Retention Envelope Label for use with SafeGuide 2008**

*Please securely affix this label with tape to the outside of an 8 1/2" x 11" envelope.*

Responsible Guider: \_\_\_\_\_ Date of Event/Activity: \_\_\_\_\_

Unit, district, or area name \_\_\_\_\_

Unit, district or area iMIS number \_\_\_\_\_

Description of event/activity, or function of forms inside \_\_\_\_\_

*Please indicate beside all appropriate form numbers which type of forms are contained in the envelope:*

SG.1		SG.5		H.3		H.6		IT.2		IT.7	
SG.2		SG.6		H.4		C.10		IT.3		IT.8	
SG.3				H.5		INS.01		IT.4		TR.8	
SG.4						INS.02		IT.5		GS.3	
						WA.1		IT.6			
Other: _____											

*Revised November 2008*