

Information and Records Management

Central Records Store - Records Request Form

Dept / Serv	vice Nar	me and I	Location			Date Re	quest Required	/ /				
in line with	other p	riorities)		`	•	•				on date required whe	•	
and Recor												_
IM Box Number			File Refe / Reco Name / Type		Content Description		IM Box Alternative Number Reference			File Refe / Record Content Desc Name / Type		Description
						D. F. I.			~			
REQUEST DETAIL					DELIVERY DETAILS						IM Database Updates	
Dept / Service				IM Team Rep		FM Team Rep			Interna	l Mail Rep	IM Rep / ID	Date
Name												
Ext												
Designation												
Signature												

Date			
Time			