

Information and Records Management

Central Records Store (CRS) - Records Return Form

Boxes / files will be picked up and returned to CRS in line with capacity available and FM priorities to deliver these.

If you have any queries or wish to arrange pick up of boxes, please contact Information and Records web mail box

Dept / Service / Team Name		Dept / Service / Team Contact Name, Designation and Ext No	
No of Files / Boxes to be Picked Up and Returned		Date Pick Up Required	
IM Box Number / for Return		Box / File Location within CRS – (For IM Use Only)	
File Ref / Record Name			

To be completed by the Dept / Service / Team contact noted above:-

DEPT / SERVICE RETURN DETAILS To be completed by service / team sending records to CRS		DELIVERY DETAILS TO CENTRAL RECORDS STORE		IM Database Updates All updated onto the d/base	
Dept / Service		Dept / Service		IM Rep	Date
Name Ext		Name Ext			
Signature		Signature			
Date		Date			