

REQUEST FOR DOCUMENT RETRIEVAL

Document Locator # _____ Record type: **Permanent** Non-Perm

Requesting Department _____ Need by date _____

Reason for Retrieval: _____ Legal Action _____ Orig. doc legibility

Other: _____

Signature Dept. Records Mgr _____ Date _____

Permanent Record Retrieval approval: _____

GRF President

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Records retrieved from off site storage date _____

GRF records EDM system status updated _____

Records returned to off site storage date _____

GRF records EDM system status updated _____