

RECORDS RETRIEVAL AND RELEASE REQUEST FORM



The University of the South Pacific
Records Management
records@usp.ac.fj | (679) 323 1687
www.usp.ac.fj/records

DOCUMENT DETAILS:

Please provide as much information as possible

Document Title:	Folder Title:
Series Title:	Box No:
Accession Number:	Date of Transfer:
Origin of Record:	Record Type: Paper Electronic
Dept./Position:	Other:

YOUR DETAILS:

Name:	Position Title:
Department:	Telephone no:
Date of Request:	Email:
Reason for Request:	

RELEASE OF DOCUMENT APPROVAL:

Owning department consideration

Dept./ Unit/ School:	Advice to RM Office:
If decline, please provide reason:	

Name:	Position:	Signature:
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AUTHORISATION OF RELEASE (Manager RM):

Comments:

Signature:	Date:
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Records Office use

Request Registered
Request forwarded to owning department on
Response from 'owning' department Release Do not release
Records Manager comments
Release of document on
Requestor advised of outcome
Document retrieved and discharged
Document delivered
Register updated

Comments: