

VITAL RECORDS LODGEMENT FORM



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

TO: Records Management

FROM: (person lodging Vital Record) Phone Dept./School/Unit

Official File number (required) Related File No.

Title of record (as it appears on the document)

Type of Vital Record being lodged (select one):

Other

DOCUMENT DETAILS

Status (select one) If existing, the current File No.

Date commenced Expiry date Review date
(one will be set by Records Management if left blank)

Does the Vital Record have a renewal deadline (a contract renewal clause, for example)? Yes No

If yes, please provide the date of the renewal deadline

Security level

Unclassified Confidential

Was the USP seal applied to the Vital Record?

Yes No

CONTACTS and SIGNATORIES

USP CONTACTS

USP responsible officer
(i.e. the staff member responsible for managing the business activity that the Vital Record relates to)

Name	Position	Dept./School/Unit
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USP signatory (where applicable)

Name	Position	Dept./School/Unit
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EXTERNAL CONTACTS (where applicable)

Details for multiple external contacts can be added in the Notes/Comment section

Primary external contact

Name	Organisation	Phone
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Email	Address
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External signatory

Name	Organisation
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Notes/Comments

The completed form should be emailed to [Records Management](#). Please print the first page and attach it to the original Vital Record when lodging with Records Management. Vinaka

Records Management use

Received by:

Date:

Reviewed and actioned in RM:

File No. :

Folder No. :

Location: