

RECORDS MANAGEMENT INSPECTION AND RECEIPT FORM INSTRUCTIONS

1. ACTION – check the appropriate box

INSPECTION ONLY – indicates that you will be inspecting records at the storage facility.

RETURN TO DEPARTMENT – indicates you request that records be returned to your department.

2. RECORDS INFORMATION

RECORDS DESCRIPTION - Enter the description as it appears on storage transmittal form. Enter additional descriptive information when only certain documents or files within a box are being accessed.

ACCESSION NO. - Enter the accession number from the storage transmittal form.

BOX NO. - Enter the box number as indicated on storage transmittal form.

SHELF NO. - Enter the shelf number as listed on the storage transmittal form.

3. AUTHORIZATION

DEPARTMENT - Enter requesting department name.

AUTHORIZED BY - **Signature** of department representative who is authorizing the access of the records i.e. supervisory personnel, office manager, director, etc.

DATE – date of request/signature.

The remainder of the information will be completed when the records are accessed/delivered, and (if applicable) when records are returned to the center.

**UWF RECORDS MANAGEMENT
INSPECTION AND RECEIPT FORM**

ACTION

____ INSPECTION ONLY	____ RETURN TO DEPARTMENT
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RECORDS

RECORDS DESCRIPTION	ACCESSION NO.	BOX NO.	SHELF NO.

AUTHORIZATION

DEPARTMENT	AUTHORIZED BY	DATE
RELEASED BY	RECEIVED/INSPECTED BY	DATE
RETURNED TO STORAGE BY	RECEIVED BY	DATE