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East Dunbartonshire Council
www.eastdunbarton.gov.uk

Information and Records Management

Central Records Store - Records Request Form

Dept / Service Name and Location | **Date Request Required** / /

Requests will be delivered by **next working day** (we will make every effort to ensure these are delivered on date required where this is possible in line with other priorities).

If you require your files more urgently than the timescales noted above, please contact the IM team directly by email to the Information and Records web mailbox

IM Box Number	Alternative Reference	File Refe / Record Name / Type	Content Description	IM Box Number	Alternative Reference	File Refe / Record Name / Type	Content Description

REQUEST DETAIL		DELIVERY DETAILS			IM Database Updates	
Dept / Service		IM Team Rep	FM Team Rep	Internal Mail Rep	IM Rep / ID	Date
Name Ext Designation						
Signature						

Date **Time**						