

## Information and Records Management

### Central Records Store (CRS) - Records Return Form

Boxes / files will be picked up and returned to CRS in line with capacity available and FM priorities to deliver these.

**If you have any queries or wish to arrange pick up of boxes, please contact Information and Records web mail box**

<b>Dept / Service / Team Name</b>		<b>Dept / Service / Team Contact Name, Designation and Ext No</b>	
<b>No of Files / Boxes to be Picked Up and Returned</b>		<b>Date Pick Up Required</b>	
<b>IM Box Number / for Return</b>		<b>Box / File Location within CRS – (For IM Use Only)</b>	
<b>File Ref / Record Name</b>			

To be completed by the Dept / Service / Team contact noted above:-

<b>DEPT / SERVICE RETURN DETAILS</b> To be completed by service / team sending records to CRS		<b>DELIVERY DETAILS TO CENTRAL RECORDS STORE</b>		<b>IM Database Updates</b> All updated onto the d/base	
<b>Dept / Service</b>		<b>Dept / Service</b>		<b>IM Rep</b>	<b>Date</b>
<b>Name Ext</b>		<b>Name Ext</b>			
<b>Signature</b>		<b>Signature</b>			
<b>Date</b>		<b>Date</b>			