**New File Request Form**

**New File/Part Number**

|  |  |  |  |
| --- | --- | --- | --- |
| Department: |  | | |
| Contact Name: |  | Phone: |  |
| Date: |  |  |  |

|  |  |
| --- | --- |
| File Title (for guidance on classification go to **XYZ**) | |
| Function |  |
| Activity |  |
| Subject (Free Text) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| File Details | | | |
| Existing File Part Number (for new part request) |  | Last date of documents on existing file part |  |
| Earliest date of documents on new file |  | | |
| Related Files |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| File Security and Access | | | | |
| File Security Level (circle one) | Unclassified | X-IN-Confidence | Protected | Highly Protected |
| File Access Limits  Specify a unit/team (or a minimum of 2 positions or people) who are permitted access to file. |  | | | |

|  |  |
| --- | --- |
| File Location (select one) | |
| Requesting Action Officer |  |
| Other Action Officer |  |
| Records Office |  |

**Central Records Use**

**Registered By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Registered: \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_**