**New File Request Form**

**New File/Part Number**

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

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

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| 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 |  |

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

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

**Central Records Use**

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