

Form Title:

Form Number:

Creation/Revision Information:

Date Created:

Last Revision Date:

Office of Primary Responsibility (OPR):

Legal/Policy Reference (if any):

Purpose:

Retention

Record Series Number:

Record Series Title:

Retention Period:

Number of Copies Required:

Post on District Database: YES NO Format: Print Form PDF Fillable Form Other: _____

Paper Format: YES NO Print Shop Orders Allowed

Department Use Only: YES NO

Workflow Information

Copies Routed to:

Who completes form?

Where is form submitted?

Official Record

Does OPR retain the "official record?"

If not, where should "official record" be retained?