

File Request Form

File type/action

- New file Lever arch file
- New part Please enter the current TRIM file (part) number
- Relate to file Please enter related TRIM file number
- Modify file Please enter the TRIM number of the file to be modified

Urgency

- Routine
- Urgent

File security

File title (See the [AEC thesaurus](#) for guidance on selecting the Function and Activity)

Function

Activity

Free text (Use this field to describe the content of the file)

Supplementary terms/additional information (e.g. project name, company name)

Requesting officer

Name Phone

Section

State Mail drop point number Date

Records Management Use only

Archival class RDA/AFDA Review/destroy date

- No previous file exists Related, previous and later parts recorded Checked classification is correct
- File cover completed Closed off previous parts Sentenced
- Entered on RM system

New file number Records officer Date