



Centralian  
Records  
Management

ABN 67085978418

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## **Request Form**

To: Centralian Records Management

Fax: (08)89534474

Email: [crecords@pacific.net.au](mailto:crecords@pacific.net.au)

Date: \_\_\_\_\_ Requesting Officer: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Please Print Name Clearly)

Contact Ph. No. \_\_\_\_\_ Agency/Organisation Name: \_\_\_\_\_

Location: \* \_\_\_\_\_

Order No. \_\_\_\_\_

- 1) RECEIPT FOR RECORDS ☐ ISSUED/RETRIEVED (Held in CRM and issued to Agency)
- ☐ Records are to be viewed at CRM ☐
  - ☐ Collected from CRM ☐
  - ☐ Records are to be delivered to Location as listed above\* ☐
- ☐ RETURNED/RESTOW (Returned to CRM from Agency)
- ☐ TRANSFER/STOW (Agency/Organisation requests CRM store records)
- ☐ DISPOSAL/DESTROY (Agency / Organisation requests CRM destroy records)

2) SHREDDING BINS Existing – collection, disposal and return. ☐ Number of Bin ☐ Size of Bin ☐ 120Lt ☐ 240Lt

New – Install new delivery ☐ Cease – Retrieval of Bin ☐

3) PURCHASE ARCHIVE BOXES T1 ☐ SS ☐

4) DELIVERY Yes ☐ No ☐ Urgent Delivery ☐ (Within 2 hours)

| <u>No.</u> | <u>Box No.</u> | <u>File No.</u> | <u>Description or comments for records, archive boxes or bins</u> |
|------------|----------------|-----------------|---|
| 1          |                |                 |   |
| 2          |                |                 |   |
| 3          |                |                 |   |
| 4          |                |                 |   |
| 5          |                |                 |   |

(If insufficient space, please attach separate form)

Signature of Receiving Officer: \_\_\_\_\_ Date : \_\_\_\_\_ Time: \_\_\_\_\_  
(Please sign for receipt of requested items)

### For Office Use Only

Retrieve / Restow / Stow

\_\_\_\_\_ Date: \_\_\_\_\_

Pickup / Deliver \_\_\_\_\_ Storage \_\_\_\_\_

Destruction \_\_\_\_\_ Carton Sales \_\_\_\_\_

Total \_\_\_\_\_

THANK YOU CRM Ref: 20140326B01