

# FILE NUMBERS LIST

PAGE \_\_\_\_\_ OF \_\_\_\_\_ PAGES

DATE APPROVED BY RMO \_\_\_\_\_

THRU: *(Records Coordinator)*TO: *(Records Manager)*FROM: *(Office Title/Symbol)*

## SECTION I

PREPARED BY:

ROOM NUMBER

EXTENSION

RECORDS COORDINATOR *(Signature)*APPROVING SUPERVISOR *(Typed name)*

SIGNATURE

DATE

## SECTION II

 HOUSEKEEPING     MISSION FILES REVISION     INITIALMISSION CHANGE DATE *(If Appropriate)*

## SECTION III (FILES LISTING)

NUMBER

TITLE AND DESCRIPTION

PRIVACY  
ACT No.

MEDIA

CUT OFF

RETENTION

**SECTION III (FILES LISTING)**  
**(CONT.)**

NUMBER	TITLE AND DESCRIPTION	PRIVACY ACT No.	MEDIA	CUT OFF	RETENTION