



RECORDS MANAGEMENT CHECKLIST FOR OFFICE CLOSURES

DATE (YYYY MM DD)

CLOSING OFFICE

OFFICE CODE	ADDRESS AND NAME
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NEW OFFICE(S)

OFFICE CODE	ADDRESS AND NAME	File Types (ARCS, ORCS)
OFFICE CODE	ADDRESS AND NAME	
OFFICE CODE	ADDRESS AND NAME	
OFFICE CODE	ADDRESS AND NAME	
OFFICE CODE	ADDRESS AND NAME	

OFF-SITE - PULL AND BOX FILES, COMPLETE PAPERWORK AND SEND OFF-SITE

CURRENT 12 OR LONGER REPORTS

- GA (EMPLOYMENT AND ASSISTANCE) SD 81'S
- FM (FAMILY MAINTENANCE) ADMINISTRATIVE FILES (ARCS) ELIGIBLE
- GA FILES WITH OUTSTANDING DEBT (OBTAIN REPORT FROM RRFC)

TRANSFER FILES TO NEW OFFICE

- CLIENT FILES _____ # OF SHELVES
- ARCS _____ # OF SHELVES RECEIVING ORG UNIT FOR ARCS
- PERSONAL OFFICES (IN CASE OF FILES IN A PERSONAL OFFICE WHEN NO REPLACEMENT IS INTENDED, ALL RECORDS SHOULD BE INCORPORATED INTO THE OFFICE RECORDS SYSTEM) # OF SHELVES

CRMS

- PRINT CURRENT FILE LIST MARK OFFICE CODES BESIDE FILES ON LIST TO SHOW NEW LOCATION (ONLY IF MULTIPLE LOCATIONS - EG. 432-20 ACCESSIONS FOR GA, FM, ETC.)

- CRMS USER ACCESS (LIST BELOW)

EMPLOYEE NAME	NEW ORG UNIT OR DELETE	EMPLOYEE NAME	NEW ORG UNIT OR DELETE
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FOR INFORMATION, PRIVACY AND RECORDS USE ONLY

CRMS	<input type="checkbox"/> ORG LIST UPDATED OR DELETED	RECORDS MANAGEMENT	<input type="checkbox"/> AUTHORIZED ACCESS UPDATED
	<input type="checkbox"/> USER ACCESS UPDATED		<input type="checkbox"/> INDENTED ORG CHART UPDATED
	<input type="checkbox"/> FILES AND LISTS TRANSFERRED		<input type="checkbox"/> ON-GOING ACCESSION LOG UPDATED