Alaska State Archives
AND RECORDS MANAGEMENT PROGRAM

LONG-TERM EMAIL FOLDER REQUEST

I HEREBY REQUEST THE FOLLOWING LONG-TERM EMAIL FOLDER:

- ○ 25-Year
- ○ 50-Year
- ○ Permanent

RECORDS RETENTION SCHEDULE #	ITEM #	RECORDS SERIES TITLE

I certify that I am the creator of these long-term documents or am required to administer them as per the above referenced schedule.

NAME JOB TITLE DATE

DEPARTMENTAL APPROVAL

DIRECTOR NAME DATE

AGENCY RECORDS OFFICER NAME DATE

Your agency records officer will transmit the signed form to the Office of Records Management, mailstop 0525. Following approval, the requested folder(s) will be visible to the user in Enterprise Vault.

Access agency records retention schedules and general administrative records retention schedules at *archives.state.ak.us/records_management/records_management.html*

OFFICE OF RECORDS MANAGEMENT

This user has been added to appropriate group and document filed.

FILED BY DATE