



Information Management
 Red Deer College
 100 College Blvd
 Box 5005
 Red Deer, Alberta
 T4N 5H5
 Telephone: 403.356.4987
 Email: records.management@rdc.ab.ca

RECORDS RETRIEVAL

The information on this form is personal information and must be protected in compliance with the provisions of FOIPP. Please complete this form and email it to records.management@rdc.ab.ca.

RECORDS MANAGEMENT USE ONLY	
REQUEST NUMBER	
DATE REQUESTED	

PERSONAL INFORMATION

NAME	DEPARTMENT	OFFICE LOCATION	PHONE
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PLEASE ALLOW THE FOLLOWING ADVANCE NOTICE:

STANDARD REQUEST 1 Day
 EMERGENCY REQUEST ½ Day

TEMPORARY RETRIEVAL

PERMANENT RETRIEVAL

REQUESTED FILES

ENTIRE BOX	INVENTORY #	BOX #	FILE #	TITLE/DESCRIPTION
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COMMENTS: