**IT/Records Management**
**Project Initiation Request Form**

*Instructions*: This form is for official Community College Records Management documents and Imaging requests. Only records that has a statutory retention requirement greater than (3) years qualifies for review and placement into the official RM system. If you have any questions please contact Records Management at (915) 831-6321 or email mprieto7@epcc.edu. Submit completed forms to same email address.

**PRIORITY LEVEL:** URGENT ○ MEDIUM ○ LOW ○

<table>
<thead>
<tr>
<th>Request Type:</th>
<th>○ New Report ○ Revision to Project ○ Other</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Project Initiator:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Phone: Email:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Project:</th>
<th>Paper Files (need to be stored in warehouse):</th>
<th>Consultation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banner Related Docs:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Description:**

**RM Office Use Only**

<table>
<thead>
<tr>
<th>Date Received:</th>
<th>Received By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow Up:</td>
<td>Date:</td>
</tr>
<tr>
<td>Estimated Time of Completion:</td>
<td>Reviewed By:</td>
</tr>
</tbody>
</table>

8/8/12

*IT/Records Management*