**Archiving Request**

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| **Archiving request date** |  |
| **Document owner (Department, Team)** |  |
| **Title (Requestor)** |  |
| **Name (Requestor)** |  |
| **Date / Signature (Requestor)** |  |

| **BOX № / FOLDER №** | **Document (s) title** | **Document (s) date (issuance/ approval date/period)** | **Unique code(s) /number(s)** | **Document(s) type** | **Proposed revision date (archiving request date + retention period)** | **Document(s) size (pages, folders)** |
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[*Add lines as required]*

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| **Documents archiving  accepted  not accepted by Managing Director Tradelaw**  **Comments, if not accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **Name** |  |
| **Date** |  |
| **Signature** |  |