**Document Loan Request**

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| **Document Loan Request date** |  |
| **Title (Requestor)** |  |
| **Name (Requestor)** |  |
| **Date/Signature (Requestor)** |  |

| **Document archive location: room/rack/shelf/box** | **Document(s) title** | **Document(s) date (issuance/ approval date/ period)** | **Unique code(s)/ number(s)** | **Document(s) type** | **Document(s) owner (Department, Team)** | **Loan period** | **Loan reason** |
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| **Documents loan  authorized  not authorized by document(s) owner**  **Comments, if not authorized: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **Documents loan  accepted  not accepted by e.g., Archiving Specialist**  **Comments, if not accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **Title** |  | **Title** |  |
| **Name** |  | **Name** |  |
| **Date** |  | **Date** |  |
| **Signature** |  | **Signature** |  |

**Document (s) loan flow**

| **Document current location: room/rack/shelf/ box** | **Document(s) title, code, date, category** | **Granted by e.g., Archiving Specialist**  **(Date/Signature)** | **Received by requestor**  **(Name/Date/Signature)** | **Returned by requestor**  **(Name/Date/Signature)** | **Received by e.g., Archiving Specialist**  **(Date/Signature)** | **Re-archived by e.g., Archiving Specialist**  **(Date/Signature)** | **Document new location: room/rack/shelf/ box** |
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| **Notes (loan period extension, document loss etc.)**  Click or tap here to enter text. |
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