



Department Setup Form

Access Form ID: RetxDID01 REVISED 01.24.2013

Use this form to provide detailed department information to Access.
For more information or assistance, call 1 877 FileLine

Please photocopy and maintain the copy for your future reference, if needed.
To provide information on more than two departments, simply use additional forms.

ACCESS CUSTOMER ID *

CUSTOMER NAME *

THIS FORM HAS BEEN COMPLETED BY * (PLEASE PRINT BOTH FIRST AND LAST NAME)

EMAIL

TELEPHONE NUMBER *

EXTENSION

FAX NUMBER

DATE FORM WAS PREPARED (MM/DD/YYYY) *

DEPARTMENT ID *

DEPARTMENT NAME *

DEPARTMENT BILLING CONTACT PERSON (if Departmental Invoicing is selected)

EMAIL

TELEPHONE NUMBER *

EXTENSION

FAX NUMBER

ADDRESS 1

ADDRESS 2

CITY, STATE, ZIP

PURCHASE ORDER NUMBER (if applicable)

COST CENTER ID (if applicable)

This DEPARTMENT uses RECORD CODES¹ to prescribe Record Retention Schedules and Destruction Types. YES NO

The following LOCATION IDs apply to this DEPARTMENT (Note: Site IDs may apply to more than one Department):

CUSTOMER SITE NAME OR IDENTIFIER *

FILELINE SITE IDENTIFIER (Assigned by Retrievox)

CUSTOMER SITE NAME OR IDENTIFIER *

FILELINE SITE IDENTIFIER (Assigned by Retrievox)

CUSTOMER SITE NAME OR IDENTIFIER *

FILELINE SITE IDENTIFIER (Assigned by Retrievox)

CUSTOMER SITE NAME OR IDENTIFIER *

FILELINE SITE IDENTIFIER (Assigned by Retrievox)

The following USER NAMES apply to this DEPARTMENT (Note: User Names may apply to more than one Department):

AUTHORIZED USER LAST NAME, FIRST NAME

AUTHORIZED USER LAST NAME, FIRST NAME

AUTHORIZED USER LAST NAME, FIRST NAME

AUTHORIZED USER LAST NAME, FIRST NAME

AUTHORIZED USER LAST NAME, FIRST NAME

AUTHORIZED USER LAST NAME, FIRST NAME

AUTHORIZED USER LAST NAME, FIRST NAME

AUTHORIZED USER LAST NAME, FIRST NAME

AUTHORIZED USER LAST NAME, FIRST NAME

AUTHORIZED USER LAST NAME, FIRST NAME

* Indicates a REQUIRED FIELD

¹ RECORD CODES associated with these DEPARTMENT IDs must be assigned Using the Record Code Entry Form (Form RetxRC01)

FOR ACCESS USE

Keyed by _____ / _____

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