

# The University of Edinburgh

(insert business unit name)

### File location card

File Reference	Date	Requested by	Location and/or contact phone	Returned date



## The University of Edinburgh

(insert business unit name)

#### **File Movement Sheet**

Keep this sheet as the top page of the file at all times.	File no:
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Charged to	Date	Date returned	Charged to	Date	Date returned

Add another sheet when this one is full. Retain previous sheets on file.



# The University of Edinburgh

### File Transfer Slip Sheet

To: (usual file location) Please complete this form when you pass a file to someone else so that a central record can be kept of the file's current location. Please remember that the file booked out to you is your responsibility and you must be able to produce it on request.					
File number (include s	Passed to (individual's name)				
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File number (include s	Passed to (individual's name)				
From:	Date:				