



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 section or part no. where appropriate)	Passed to (individual's name)

From: _____ Date: _____



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