Field Office File Request Form

Headquarters/RIDS Information

RIDS Contact Name: ████████	**FOIPA Requester's Name:** Jose Torres
FOIPA No. : 1572232	**FOIPA Subject:** Jeffrey Epstein

Files Requested:
- 90A-NY-3151227
- _____
- _____
- _____

IMD DOCLAB INSTRUCTIONS:
- **Litigation:** ☐
- **High-Res Photos:** ☐
- **CD Only:** ☐
- **Special Instructions:** _____

Field Office Information

FO Contact Name: _____

Files Shipped:
- _____
- _____
- _____
- _____

FO Comments:

Field Office Guidance

==Inventory all files== in the HPE Content Manager system **before** sending them outside of your Area of Responsibility (AOR). This includes sending files to the Central Records Complex (CRC), Records Operations Center (ROC), or to another office or division. Inventorying these records before they leave your AOR helps identify and track the location of the physical case file quickly.

==DO NOT SEND PARTIAL FILES/SERIALS.== Any partial files/serials will not be processed and digitized until the entire volume arrives. Failure to send the entire volume could result in your partial file/serial being returned, unprocessed.

Closed files will be ingested into the CRC system for storage and will **NOT** be returned to your office.

You must complete this form, sign the statements below, and enclose it with the files before mailing.

Ship to: Bureau File DocLab

████████████████████

Classification (place the classification level here→ _____)

I, _____, ==certify the records have been inventoried== and there are no records classified above the secret level, coded SCI, or are otherwise considered sensitive in the enclosed package. If/when opened by RIDS/Security or the DocLab in Winchester and sensitive, SCI or classified above the secret level are found in this package, IMD reserves the right to contact your Security Officer and the IMD Security Office.

Signed _____