



Records Management and Retention (RMR) Central Scanning Request Form

If you have any questions please contact Financial Systems Administration - RMR office at (575) 646-8324. Send completed forms to Financial Systems Administration - RMR Office, by email to rmroffice@nmsu.edu or fax to (575) 646-1994.

Date: _____

Department Detail

Name (Requestor): _____
Department: _____
Phone Number: _____
Mail Stop Code: _____
Need Date: _____

Scanning Detail

of Items: _____

Simplex (single sided):
or
Duplex (double sided):

Special Instructions:

Materials Received from: _____
To be signed by requesting department personnel when documents are picked up

To be completed by FSA - RMR Office:

Batch Name _____

Application _____

FSA - RMR Tech _____

Returned Original Materials to:

Department _____
Employee: _____
Please print name and initial

Date: _____

For Office Use Only

Date Received: _____

Work order#: _____

Received: _____

Received by: _____

Date Completed: _____

Returned: _____

Hand Delivered by: _____