

RECORDS MANAGEMENT (RM) APPOINTMENT

FROM: (Office of Origin)	TO: (Base RM) 30 SCS/SCBR	DATE: (YYYYMMDD)
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INSTRUCTIONS: USE THIS FORM TO REPORT OFFICE OF RECORDS ACTIONS SUCH AS APPOINTMENT OF FUNCTIONAL AREA RECORDS MANAGER (FARM) AND RECORDS CUSTODIAN (RC), AND REQUEST RM TRAINING, ETC. COMPLETE ALL ITEMS. FORWARD ORIGINAL (PLUS 1 TO FARM) TO THE BASE RECORDS MANAGER. REPORT CHANGES WITHIN 10 DAYS OF OCCURRENCE.

I. ACTIONS AFFECTED BY THIS NOTICE (Check each item affected)

<input type="checkbox"/> APPOINT FUNCTIONAL AREA RECORDS MANAGER (FARM)	<input type="checkbox"/> APPOINT RECORDS CUSTODIAN (RC)
<input type="checkbox"/> REQUEST RM TRAINING	<input type="checkbox"/> OTHER (SPECIFY) _____

II. OFFICE OF RECORD INFORMATION

OFFICE SYMBOL	OFFICE TITLE	DUTY PHONE	BLDG/RM
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REMARKS (Explain establishment/reorganization, etc. If member received RM training from their last base, please check "Other" and provide copy of AF Form 1256 to receive RM bypass testing)

III. RECORDS CUSTODIAN (RC)/FARM DESIGNATION

NAME (Last, First MI)	GRADE
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IV. TRAINING INFORMATION

RECORDS MANAGEMENT TRAINING COMPLETED (Base, YYYYMMDD) (If no training leave blank)

DATE (YYYYMMDD)	UNIT COMMANDER	SIGNATURE
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	<input type="checkbox"/>	to RM
	<input type="checkbox"/>	to FARM
	<input type="checkbox"/>	to COR

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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).