

**FUNCTIONAL AREA RECORDS MANAGER (FARM)
FOLDER REVIEW FORM**

UNIT:		DATE (YYYYMMDD)	FARM:		
			YES	NO	REQUIRED COMPLETION DATE
IS THE OFFICE OF RECORD LISTING(ORL) CURRENT FROM THE FARM?					
HAVE ALL FILE PLANS BEEN APPROVED?					
ARE ALL FILE PLANS LISTED ON THE ORL IN OUR RIMS?					
IS THE AETC FORM 67 DESIGNATING THE FARM CURRENT?					
HAS THE FARM COMPLETED TRAINING?					
IF YES, IS COPY OF CERTIFICATE IN FOLDER?					
ARE AETC FORM 67, DESIGNATION OF RECORDS PERSONNEL, CURRENT?					
IF NOT, LIST THOSE REQUIRING FORM:					
ARE ALL RTs TRAINED? IF NO, LIST THOSE REQUIRING TRAINING(IF YES, IS COPY OF CERTIFICATES IN FOLDER)				DATE SCHEDULED	
ARE THE TRAINING AND SAV DATES CURRENT IN THE FARMS RIMS? (Check ORL)					
IS THE FARM CONDUCTING SAVs EVERY 24 MONTHS?					
IS THE RM CONDUCTING SAVs EVERY 24 MONTHS?					
ARE DISCREPANCIES TRACKED TO CLOSURE?					
COMMENTS:					
RM REVIEWING OFFICIAL SIGNATURE:			FARM SIGNATURE:		

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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).