

Request for Official Personnel Folder (OPF)

Use prescribed by NIH Manual 2300-293-1.

Date of Request

You may keep OPFs up to 30 days. OPFs may be transferred to other personnel offices **only** by recharging the file through the File Room, SAB, DPM. Call them for information on recharging (496-3361).

Send both copies of the form to:

**File Room, SAB, DPM
Bldg. 31, Room B3C-30**

Requester's Name

IC

Building/Room

Phone No.

Employee's Name

(Last name first. List in alphabetical order.)

SAB COMPLETES THIS SECTION.

Date SAB
Forwarded OPF

OPF Is Out
(Check if "yes")

OPF Is Charged To

I am requesting the above OPFs in the performance of my official duties, and will safeguard the confidentiality of the folders.

Requester's Signature