New Mexico State University
Records Management and Retention

Correction Request

ROUTING
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Instructions: If you have any questions please contact FSA - RMR Office at (575) 646-8324 or visit http://rmr.nmsu.edu/. Submit completed forms to FSA - RMR Office, e-mail to rmroffice@nmsu.edu or fax a copy to (575) 646-1994.

SECTION 1: REQUESTOR INFORMATION

Name: _____ Department: _____ Phone: _____

BDMS Application: _____ Date: _____

SECTION 2: REQUEST DETAILS

Document Index Information (Please include as much detail as possible)	Action Requested (i.e. deletion, change, etc.)	Page #s

**Submit additional request forms if more lines are needed.*

SECTION 3: INTERNAL DEPARTMENT USE ONLY

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