Electronic Records Project Request Form:

Use this form to request HPRM/TRIM implementations, workflows, email solutions, and other electronic records related projects.

Before filling out the form, please review the TRIM Rollout Guide and take the "Records Management for City Workgroups" training available through CityLearner (Login required. Use the Search Term field on the left-hand side and search "records").

Additional Guidance and Resources: Electronic Records Rules and City Retention Schedules

Fill out the form below, providing enough detail to give Archives and Records Management (ARM) staff a complete idea of what the request entails. Once the form is finished and submitted, you will be contacted within ten business days to discuss the project and to schedule. Please note that project timelines may be impacted based on existing project queues. Depending on the extent of the project, ARM may require further bureau approval and commitments.

Project Lead:

Bureau: Group:

Records involved:

Applicable retention schedules:

# of Staff impacted:

Work groups or divisions impacted:

Desired Timeline:

Does this project support your bureau/office equity goals?

Description of Need: