

<p>Request for Official Personnel Folder (OPF)</p> <p>Use prescribed by NIH Manual 2300-293-1.</p>	<p>Date of Request</p>
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Use prescribed by NIH Manual 2300-293-1.

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 (301) 496-3361.

Date of Request

Send both copies of the form to:

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

Requester's Name

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Building/Room

Phone No.

Requester enters the employee's name in the first column. SAB will complete the last three columns.

[illegible]

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

Requester's Signature