

The attached list of files is being requested from the CRMC with the authority of the above departmental HR official, and will be returned to the CRMC on completion of the request reference listed above.

The attached files have not undergone the NMIR process and as such the liability of missing documents from the content of the box files passes to the recipient of the files as listed in the requester details section above.

Physical files will be released only for the following reasons and will be prioritised over other requests: *Court Order, Leave gratuity, Retirements/Pensions and Salary adjustment*

The ECDOE CRMC Official receiving the request must acknowledge that the above signatories are valid and can authorise the release of the request:

CRMC OFFICIAL RECEIVING THE REQUEST			
Name:			Signature
Surname:			Date
District:			Persal No:
Contact details	Office Tel:	Cell:	Email:

Before files are released for the above PERSAL numbers, the CRMC Call Centre Official must acknowledge that the files have been released:

CRMC OFFICIAL RELEASING FILES			
Name:			Signature
Surname:			Date
District:			Persal No:
Contact details	Office Tel:	Cell:	Email: