**COLORADO SCHOOL DISTRICT RECORDS MANAGEMENT MANUAL**
**APPENDIX D - UPDATE REQUEST FORM**
**TO REQUEST OR SUGGEST A CHANGE TO THE COLORADO SCHOOL DISTRICT RECORDS MANAGEMENT MANUAL**

1. COMPLETE THE REQUIRED INFORMATION ON A COPY OF THIS FORM.

2. MAIL COMPLETED UPDATE REQUEST FORM TO: MR. TERRY KETELSEN, COLORADO STATE ARCHIVIST, 1313 SHERMAN STREET, ROOM 1B-20, DENVER, CO 80203. FOR FURTHER INFORMATION, CONTACT THE COLORADO STATE ARCHIVES AT (303) 866-2055.

CHANGE REQUESTED BY: _____

NAME OF SCHOOL DISTRICT: _____

CONTACT PERSON: _____

ADDRESS: _____

PHONE NUMBER: _____

E-MAIL: _____

| REQUESTED CHANGE | REASON FOR REQUESTED CHANGE | ADDITIONAL COMMENTS |
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NOTE: ATTACH ADDITIONAL PAGES IF NEEDED.