



Dar al-Hikmah Library

FORM B: LIST OF PERMANENT RECORDS TO BE TRANSFERRED TO OUTSOURCE CENTRAL RECORD LOCATION (OCRL)

Centre of Studies and Administration Offices (CoS/AO):	For AU Use Only:
	Reference No:
	Pickup Date:
Number of boxes: Barcode range (if applicable):	Released by: Name: Signature: Date:
Acknowledgement receipt: Name: _____ Designation: _____ Signature: _____	

No.	Barcode No.	File Code	File Title	Remarks (In case of missing barcode)

Note: If the space above is insufficient, you may add additional attachment together with this form.