

OBSOLETE FORMS

2360

(No. 3 July 1998)

Originator

Notifies CDF Forms Unit in writing, using form CDF-10, Forms Reorder Approval, (available from the CDF Forms Unit) that a form is obsolete. Includes the form's control number and title, reasons the form is obsolete, which forms (if any) are to be used in place of the obsolete form, and how to dispose of existing stock.

CDF Forms Unit

Notifies CDF Warehouse that the form is obsolete, and includes instructions for the disposition of existing stock.

Completes form's history and stores the form, history file, and master as "obsolete," maintaining all records for at least two years.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

[\(see Table of Contents\)](#)