

OnBase New Doc Type Worksheet

Date:

Requestor / District:

Document Information

Users who can access:

Doc Type Group:

Doc Type:

Retention Information

ED-1 Page:

ED-1 Code:

ED-1 Scheduled Retention:

District Retention:

Keyword Information

Required
Keyword

Retention
Keyword

Provide keyword Data Set values (used
to limit the number of values that
appear in a drop down select list) if
applicable.

Keyword 1:

Keyword 2:

Keyword 3:

Keyword 4:

Keyword 5:

Keyword 6:

Keyword 7:

Keyword 8:

Keyword 9: