



Human Resources Division

Records & Information Services

726 Broadway, 8th Floor
New York, NY 10003-4475

Department Number (s) Change –Request to Add, Delete or Change Dept. Number(s)

HR Representative Name: _____

Unit Name: _____

Date: _____

Instructions:

A = ADDITION Fill in department code, department name, and department abbreviation in the new information section.

D = DELETION Fill in existing department code and department name, in the current information section.

C = CHANGE Fill in the current department code, department name and department abbreviation in the current information section, then fill in the revised department and abbreviation in the new information section.

1.)

CHG TYPE	DEPT CODE	DEPARTMENT NAME (max 30 characters)	DEPARTMENT ABBREVIATION (max 15 characters)
CURRENT			
NEW			

2.)

CHG TYPE	DEPT CODE	DEPARTMENT NAME (max 30 characters)	DEPARTMENT ABBREVIATION (max 15 characters)
CURRENT			
NEW			

3.)

CHG TYPE	DEPT CODE	DEPARTMENT NAME (max 30 characters)	DEPARTMENT ABBREVIATION (max 15 characters)
CURRENT			
NEW			

4.)

CHG TYPE	DEPT CODE	DEPARTMENT NAME (max 30 characters)	DEPARTMENT ABBREVIATION (max 15 characters)
CURRENT			
NEW			

5.)

CHG TYPE	DEPT CODE	DEPARTMENT NAME (max 30 characters)	DEPARTMENT ABBREVIATION (max 15 characters)
CURRENT			
NEW			