	please indicate the item which you are concerned about / need investigating as to its whereabouts and or condition
ITEM	
LAST KNOWN INFORMATION /CURRENT POSITION / ADDRESS If known	
CONCERN (or 'non-known' if there is no concern	
NOTES For updating (with dates) with any relevant information such as contacts, digital references etc	
OFFICE USE ONLY:	
DATE OF INITIAL INFO ('date registered with GCDCS')	DATE OF LAST INPUT (to indicate how up-to-date info is)