Request/Retrieval Forms
UNIVERSITY OF GEORGIA: Records Request Form

http://www.libs.uga.edu/recman/request_form.html
GEORGIA INSTITUTE OF TECHNOLOGY: Request Retrieval of a Record

http://www.library.gatech.edu/archives/records_retrieval.html
Offsite STORAGE
Retrieval request Form

Patron’s name: ____________________________ Patron Phone #: ____________________________
Date requested: ____________ Date needed: ____________ (am or pm) allow 2 business days for delivery

Title of Collection or Periodical: _________________________________________________________
Manuscript Number: _________________________________________________________________
Collection Box Number(s): _____________________________________________________________
Periodical VOLUME AND YEAR: _______________________________________________________
   Periodical requests maybe delayed if VOLUME AND YEAR not supplied.

SCDP Reference Contact: ____________________________
Date Patron notified: ____________________________

FOR UARP OFFICE USE:
KUSI number(s): ____________________________________________________________
   Date KUSI contacted: ____________________________
   Date order received: ____________________________
MANUSCRIPTS AND ARCHIVES

INTRODUCTION | RETRIEVAL REQUEST FORM | RECORDS SCHEDULES | ARCHIVES INVENTORY TEMPLATE | CONTACT US

UNIVERSITY ARCHIVES: RETRIEVAL REQUEST

Authorized staff from Yale University offices may request files from accessions transferred from their offices to Manuscripts and Archives. If you are not authorized, proceed with the form below and on the next page detailing the records you wish to request and you will be contacted by the University Archives about authorization.

Please enter your email address and the Record Unit (RU) Number that contains the records you are requesting.

Email: ____________________________

Record Unit Number: ____________________________

[Continue]