

Retrieval Slip / Formulaire de retrait

NOTE: Each item requires its own retrieval slip / Chaque article exige un formulaire de retrait distinct

All fields are mandatory unless otherwise noted / S.V.P. remplir tous les critères, exception si nos bases de données n'indique qu'il ne soit pas requis

Date requested / Date demandée :	_____
Date of planned visit / Date de visite prévue :	_____
Client Name / Nom du client :	_____
Registration # / N° d'inscription :	_____ or Registration required
Email Address / Adresse électronique :	_____
Table Number / N° de tableau :	_____

Item Description :	_____
Date of Item :	_____
Fonds/Series Title :	_____
Government Schedule Number (if applicable /le cas échéant) :	_____
GR Accession Number (if applicable /le cas échéant) :	_____
Location Code :	_____

Staff Use Only		
Access Restrictions (check & initial applicable option) Records are: open _____ restricted _____ restricted & authorization documentation is in place _____	Reproduction permitted? Yes No	Records must be viewed in secure viewing room
Records require special handling		
Offsite Records Retrieval Status IRR# _____ Client notified records will be ordered Client confirmation received to proceed Client notified of record delivery on _____ Retrieved from GRC secure storage room or Conservation Lab Client done with records / 5 day limit reached	Onsite Records Retrieval Status Retrieved Returned & placed on hold Record retrieved from hold Reshelfed	