

# 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