

MONTGOMERY COLLEGE - RECORDS MANAGEMENT
Central Services, 9221 Corporate Blvd., Rockville, MD 20850
records@montgomerycollege.edu

Carton/File Retrieval Request Form

Instructions:

- To request that a carton(s) or file(s) be retrieved from offsite storage, complete this form and email it to records@montgomerycollege.edu.
- The Records Management office will request that the offsite vendor deliver the requested cartons/files directly to the requestor at the address noted above.
- Upon receipt, please complete the following section of the form and scan/email it to records.management@montgomerycollege.edu.

Requestor's Name: _____ **Phone Ext:** _____

Complete Address: _____

Date of Request: _____

Requested Cartons and/or Files

- For cartons, list the Customer Box numbers.
- For files, list the Customer Box Number and the File Label information.
(Note: Do not use Social Security Numbers.)

Upon Receipt, complete the following fields, and forward the form to the Records Management Office.

Signature of receiver: _____

Date received _____