Carton Pick-Up & Transfer Form

Instructions:

- To request a pickup of cartons for transfer to the offsite storage facility, complete the top portion of this form and email it to records@montgomerycollege.edu.
- If adding new cartons to offsite storage, scan and email a set of the Content Sheets for the cartons with this form.
- If requesting pickup of formerly retrieved cartons, you need only to supply the number of cartons and the Record Group Number for your unit.

Requestor’s Name: ___________________________________ Phone Ext: ______________

Complete Address: ___________________________________

Date of Request: ______________

Number of Cartons to be transferred: _____  Unit Records Group Number: _____
(Note: Scan and send Content Sheets for new cartons you are adding to offsite storage.)

Generally, the Records Management office will notify the offsite storage vendor directly to pick up and transfer the cartons. However, if Central Receiving services are required, Central Receiving staff will complete the following portions of the form.

Central Receiving Staff
(To be filled out by staff transferring the boxes)

Date of Carton Transfer: ____________________________

Number of Cartons Transferred: ______________________

Signature of Individual Releasing Cartons for Transfer
(Please verify number of outgoing boxes and then sign):
__________________________________________________

Signature of Central Receiving Staff
(Please verify number of cartons received and then sign):
__________________________________________________

Central Receiving Staff
(To be filled out by Records Management office)

Today’s Date: ____________________________

Number of Cartons Received in Records Management Office: ______________________

Signature: ______________________________________________________________