

**MONTGOMERY COLLEGE - RECORDS MANAGEMENT**  
Central Services, 9221 Corporate Blvd., Rockville, MD 20850  
[records@montgomerycollege.edu](mailto:records@montgomerycollege.edu)

## 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](mailto: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.

<b>Central Receiving Staff</b> (To be filled out by staff transferring the boxes)
<b>Date of Carton Transfer:</b> _____
<b>Number of Cartons Transferred:</b> _____
<b>Signature of Individual Releasing Cartons for Transfer</b> (Please verify number of outgoing boxes and then sign): _____
<b>Signature of Central Receiving Staff</b> (Please verify number of cartons received and then sign): _____

<b>Central Receiving Staff</b> (To be filled out by Records Management office)
<b>Today's Date:</b> _____
<b>Number of Cartons Received in Records Management Office:</b> _____
<b>Signature:</b> _____