

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

Request for Empty Offsite Storage Cartons

Complete the top of this form and email it to records@montgomerycollege.edu.

Campus/Complete Address: _____

Date of Request: ____/____/____

Number of Cartons Requested: _____

The Records Management office will notify you about the whether the cartons will be delivered by Iron Mountain or Central Receiving; or if you can pick up cartons directly from the records management storage area on third floor of the Central Services building.

Central Receiving Staff
(To be completed by staff delivering the empty cartons.)

Date of Empty Carton Delivery: _____

Number of Cartons Delivered: _____

Signature of Central Receiving Staff: _____

(Please verify number of cartons delivered and then sign)

Return the completed form to the Records Management office.