**RETRIEVAL REQUEST FORM**

**Send completed forms to** **modern-records@contacts.bham.ac.uk**

**Please complete all fields marked with \***

|  |
| --- |
| **\***Name (printed): |
| **\***Email: | **\***Telephone: |
| **\***Department/Office: |
| **\***Location: |
| **\***Date of request: | **\***Date required by: |
| **\***Signature: |

**\*Please tick as appropriate:**

|  |  |
| --- | --- |
| Individual file required |  |
|  Entire box required |  |

**\*Details:**

|  |  |
| --- | --- |
| Bay and box number | Serial number |
|  |  |
| Do you intend to retain the file/box in your office permanently? |  |

When individual files are requested, MRS staff will liaise with the requester to hand-deliver the files. On rare occasions when this is not possible, the requester will be asked to collect the file from the reception desk of the Cadbury Research Library: Special Collections (located on the Lower Ground Floor of the Muirhead Tower).

When entire boxes are requested, requesters will be expected to arrange their own collection from the MRS. Requesters will need to liaise with MRS staff to determine a mutually agreeable date and time.

When requested material is ready for return please contact MRS staff to arrange a suitable date and means of collection.

**Please note: do not return files via the University’s internal post for security reasons**

*To be completed by MRS staff only:*

Date file/box returned to store: \_\_\_\_\_\_\_\_\_\_\_\_\_\_