



# RECORDS CENTER STORAGE / RETRIEVAL REQUEST

Department of Material Services, Records Management Central Campus

**SEE PURPOSES AND COMPLETE INSTRUCTIONS ON PAGE 2**

<b>A.</b>	ACTION: <input type="checkbox"/> STORAGE <input type="checkbox"/> RETRIEVAL
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<b>B.</b>  <b>G</b> <b>E</b> <b>N</b> <b>E</b> <b>R</b> <b>A</b> <b>L</b>	1. COST CENTER NUMBER				2. COST CENTER NAME			
	3. CAMPUS	BUILDING	ROOM	EXTENSION NO.	REQUEST NO. (YOURS)	DATE		
	4. NUMBER OF CARTONS			5. EMPLOYEE AUTHORIZED TO RETRIEVE CARTON(S) SPECIFIC DOCUMENT(S) AS STATED IN SECTION C.				
	SPECIFIC DOCUMENTS							
	6. DEPARTMENT HEAD'S NAME				DEPARTMENT HEAD'S SIGNATURE AND TITLE			

<b>C.</b>  <b>R</b> <b>E</b> <b>T</b> <b>R</b> <b>I</b> <b>E</b> <b>V</b> <b>A</b> <b>L</b>	1. TRANSFER STATUS: <input type="checkbox"/> TEMPORARY <input type="checkbox"/> PERMANENT																
	2. RETRIEVAL: <input type="checkbox"/> BY PHYSICAL PLANT <input type="checkbox"/> BY COST CENTER																
	3. LOCATION OF CARTON(S) <span style="float: right;"><i>Information taken from RIM-2 (second copy)</i></span>																
	Flow(s)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	Section(s)																
	Position(s)																
4. RECEIVER'S NAME				RECEIVER'S SIGNATURE						RECEIVING DATE							

**TO BE COMPLETED BY PHYSICAL PLANT ONLY**

<b>D.</b>  <b>W</b> <b>O</b> <b>R</b> <b>K</b>  <b>O</b> <b>R</b> <b>D</b> <b>E</b> <b>R</b>	<b>PLEASE CHECK ALL BOXES THAT APPLY</b>		<b>PHYSICAL PLANT – BUILDING 23, CENTRAL CAMPUS</b>													
	LEAD SECTION:				INSTRUCTIONS:						NUMBER:					
	SPECIAL PROJECTS:															
	<input type="checkbox"/> Carton(s) Initially Checked In				<input type="checkbox"/> Carton(s) / Document(s) Checked Out				<input type="checkbox"/> Carton(s) / Documents Returned							
	ADDITIONAL INFORMATION /COMMENTS															
	WORKER'S NAME				WORK CONTROL SIGNATURE						WORK DATE					
	SUPERVISOR'S NAME				SUPERVISOR'S SIGNATURE						COMPLETION DATE					

## PURPOSES

**THE RECORDS STORAGE / RETRIEVAL REQUEST (RIM-3) IS TO BE USED FOR THE FOLLOWING TYPES OF TRANSACTIONS:**

1. To place carton(s) into storage complete General Section only.
2. To retrieve carton(s) from storage complete General and Retrieval Sections.
3. To return carton(s) to storage complete General Section only.
4. To retrieve document(s) from storage complete General and Retrieval Sections.
5. To return document(s) to storage complete General Section only.

## INSTRUCTIONS

**A. ACTION:** CHECK APPROPRIATE BOX ON TOP OF FORM.

**B. GENERAL:** COMPLETE THIS SECTION FOR ALL REQUESTS:

1. Cost Center Number - Enter all digits
2. Cost Center Name - Enter official name
3. Campus, Building, Room, Extension Number, Request Number (optional), and Date of Request. Please enter appropriate information.
4. Number of carton(s) - Enter total **only** when carton(s) are to be placed or returned to storage.
5. Specific Document(s) - Describes the specific document(s) being removed. Complete only when documents are to be taken from storage cartons, but storage cartons are to remain at the college storage center. Both the removal and replacement of documents **MUST** be handled by requesting department personnel.
6. Employee authorized to retrieve Carton(s) / Specific Documents - Enter name of EMPLOYEE you are authorizing to retrieve material. Person must be able to provide proper identification (if not known to Physical Plant) and also have in their possession a copy of this form (RIM-3).
7. Department Head's Name, Department Head's Signature and Request date - Enter appropriate information.

**C. RETRIEVAL:** Complete this section for all types of retrieval requests.

1. Transfer Status - Check appropriate box.
  - Temporary: Carton(s) / Document(s) removed from storage and will be returned to storage.
  - Permanent: Carton(s) / Document(s) removed from storage and contents will remain in the department for more than 90 days or an indefinite period of time. RIM-2 (BC Record Storage Label/Locater Card form) must be completed when contents are to be sent to storage.
2. Retrieval - Check appropriate box.
  - By Physical Plant: Physical Plant is to deliver carton(s) to requesting department.
  - By Cost Center: Requesting department will pick up complete carton(s) or will select the specific documents listed in the "specific document(s)" portion of the GENERAL section. Carton(s) will remain at the storage center. NOTE: Hand carry this request.
3. Location of carton(s) - List vertically the row(s) / section(s) / position(s) of each carton. This information is taken from the right hand section of each corresponding RECORDS STORAGE LABEL / LOCATER CARD (RIM-2 - Second copy / Cost Center file copy).
4. Receiver's Name, Receiver's Signature, Receiving Date - Complete these sections when carton(s) / document(s) are picked up or delivered.

**D. WORK ORDER:** This section is to be left blank and will be completed by Physical Plant **ONLY** when they are picking up or retrieving carton(s).

- E. FORM DISTRIBUTION:**
1. Retain Cost Center/Department copy (second copy) and mail or hand deliver remaining copies to PHYSICAL PLANT, Central Campus, Bldg. 23.
  2. After documents have been signed for, the Records Management copy is to be sent by Physical Plant to the Internal Auditor's office at the Downtown Center and they will keep their copy.