



STORAGE AND RETRIEVAL OF BUSINESS RECORDS

PF433

This form can be used by all University sites when requesting to submit, retrieve or return business records for medium term storage (5-7 yrs). Please gain prior approval from the UQ Records and Archives Management Services department when requesting 'New Records' be accepted for storage.

Please complete this form and email it, as an attachment, to: store@pf.uq.edu.au or fax to: 07) 336 54669 Warehouse Section. Attach a copy to the pick up/delivery consignment, retaining a copy for own records as the correct box numerical ID is required for retrieval. Stored boxes will be housed at the UQ Property and Facilities Warehouse Section, St Lucia. For box and weight considerations visit <http://www.pf.uq.edu.au/Store-records.html> or contact Warehouse Section on store@pf.uq.edu.au or ph: 07) 336 51231.

1. Request Information:				
Storage Request Type (<i>cross</i>):		<input type="checkbox"/> New records	<input type="checkbox"/> Retrieve records	<input type="checkbox"/> Return records
2. Contact Information:				
Full Name:				
Phone No.:				
Email Address:				
Position Title:				
School / Department:				
3. Delivery / Pick Up Information:				
Delivery or Pick Up required:		<input type="checkbox"/> Delivery	<input type="checkbox"/> Pick Up	
Address for Delivery / Pick Up:		School / Department Name:		
		Building Name:		
		Building Number:		Room Number:
4. Box Information:				<i>Office Use Only</i>
Section Code	Box No.	Destruction Date (mm / yy)	Pallet/ Shelf Location	Sign and Date

<i>Office Use Only</i>				
Delivery / Pick Up Date:	/	/	Date Entered Into Database:	/
Delivery / Pick Up Time:		am / pm	Name:	Sign:

