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| **Project Title:** |  |
| **Sponsor:** |  | **CI or PI:** |  |
| **Date archived:** |  | **\*Retrieval cost to be paid by:** |  |
| **Reason for retrieval:** |  |
| **To be delivered to:** |  |

**\*If retrieved from an external archive there shall be a retrieval cost which shall be payable by the researcher.**

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| **ID No** | **Box Number** | **Location** | **Items removed, changes or addition (if any)** | **Date returned\*** |
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| **Archivist:** | **Signature** |  | **Date** |  \*Must not exceed four weeks after removal |