|  |  |  |  |
| --- | --- | --- | --- |
| **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.**

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