

# Records Pickup Request

## Boxes

- Boxes will be retrieved by either the BGS Postal Center or contracted movers coordinated by BGS.
- Only approved storage boxes (STAPLES item number 656762) will be picked up.
- Boxes must be properly labeled using an adhesive computer generated label (Avery 5526 preferred).
  - New boxes for storage must be clearly marked with only Dept. Box Number; Record Series Number; Alpha Range of content; Inclusive Dates of content.
- Box cover must be taped to the box, sealed closed.

## Files

- Records must be in a logical order and filed in folders or other paper separators (records shall not be transferred in binders or other plastic or metal containers).

Please complete the following and submit to Record Liaison [rachel.smith@state.vt.us](mailto:rachel.smith@state.vt.us) :

## Requesting Agency Information

Contact Person (at pickup location): \_\_\_\_\_  
(Last Name) (First Name)

Contact Number: \_\_\_\_\_ - \_\_\_\_\_  
(area code)

E-mail Address: \_\_\_\_\_

Pickup Location Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Floor #: \_\_\_\_\_ Room #: \_\_\_\_\_  Loading Dock Available  Elevator Available

## File Transfer List Information (attach additional sheet if necessary)

Box #1: \_\_\_\_\_  
(Title and Description of Records | Inclusive Dates)

Box #2: \_\_\_\_\_  
(Title and Description of Records | Inclusive Dates)

Box #3: \_\_\_\_\_  
(Title and Description of Records | Inclusive Dates)

## For Record Liaison Use Only:

Notification Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Box Numbers Issued: \_\_\_\_\_

Pickup Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Number of Boxes: \_\_\_\_\_

Keep a copy for your record.

Child Development Division  
103 South Main Street, 3 North  
Waterbury, VT 05671-5500

