



BRM's University of Pittsburgh

RECORDS STORAGE FORM – NEW Box Submissions Only

DEPARTMENT INFORMATION

Date: _____ Requestor Name: _____ Account Number: _____

Phone Number: _____ Fax Number: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Ctn. #	Barcode/Box # (Required Field)	Box Size (1.2 cu ft or larger) (Required field)	Destruction Date (Required field)	Sequence Begin	Sequence End	From Date (MM/DD/YYYY)	To Date (MM/DD/YYYY)	Description of Contents (65 character limit for paper transmittal) (250 character limit for electronic transmittal) (Required field)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Total Cartons This Page _____ Signature _____ Passcode _____

Comments (if applicable):

Page _____ of _____

FAX this form to BRM 412-321-0305 or email it to custsvc@businessrecords.com. Please be certain to retain a copy of this form for your records. If you need to modify data about boxes already in storage, please use the "Revised Transmittal" form.

Please choose service level (check one):

- Requests received by 10:00 am today will be serviced the same business day by 5:00 pm
- Requests received by 3:00 pm today will be serviced the next business day by noon
- Requests received after 3:00 pm today will be serviced the second business day by noon
- Rush/Priority Delivery (verbal confirmation also required, call BRM's Customer Service at 412-321-0505)