

Circulation Policy for Items Withdrawn from BRM

The University of Pittsburgh is charged for the storage of items at BRM while the box or file is in circulation. Offices that have retrieved a box or file from BRM and do not intend to return it to storage must have the item permanently withdrawn from storage. Departments can do so by notifying BRM at the time of the order or by calling their customer service unit at any point in the future.

Additionally, in order to minimize the costs of this program to the University, the University Records Management Office will monitor the box/file status of all BRM accounts. Should an item be retrieved from BRM and not returned to their facility within one year, it will be permanently withdrawn from storage. Please be advised that BRM continues to retain all the historical information about withdrawn items in their records database (it is *not* deleted once the item is withdrawn). Should your office have any questions concerning this matter, please do not hesitate to contact the University Records Management Office for further clarification.