



Historical Records Theft: Strategies for Prevention and Response

Pleasant County Historical Society

Records Retrieval Request Form

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|---------------|
| Table Number: |
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Instructions to Research: Please fill out **one** form for **each** record series or collection requested. The form should list all the boxes, files, cases, or items needed from that series/collection. If more space is needed, attach additional forms. **Keep this form with the records at all times.** If you have any difficulty completing this form, please consult with staff.

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|------------------------------------|---|------------------------------|----------------------------------|---------------------------------|--|
| 1. Researcher Last Name | | 2. Researcher First Name | | 3. Researcher ID Number | |
| 4. Record Series/Collection Number | | | | | |
| 5. Record Series/Collection Title | | | | | |
| 6. Box, File, Item or Roll No. | 7. Contents of box, file, case, item, or roll (e.g. Cases 25-75, Map No. 100) | 8. Location (staff use only) | 9. Initial Upon Delivery (staff) | 10. Initial Upon Return (staff) | |
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Staff Use Only:

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|--|--|-----------------------|--|---|--|
| Dates Used: | | | | | |
| No. Days Used: | | No. of Records Units: | | Type of Records Units (e.g. box, case): | |
| Records Restricted? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Explanation: | | | |
| Request Date: | | Delivery Initial: | | Return Initial: | |