



## Historical Records Theft: Strategies for Prevention and Response

### Pleasant County Historical Society

#### Records Retrieval Request Form

Table Number:

**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.

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)	

**Staff Use Only:**

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:	