



Vermont State Archives and Records Administration

Office of the Secretary of State

1078 US RTE 2, Middlesex • Montpelier, VT 05633-7701 • Tel: (802) 828-3700 • Fax: (802) 828-3710

RECORDS PICKUP REQUEST

See the reverse side for important instructions.

Submit the first page of this form to the above address or by e-mail to recordscenter@sec.state.vt.us.

Records Officer or Liaison: _____

Date: _____

Agency/Department/Division/Office: _____

Pickup Address (include building #) Floor # Room # <input type="checkbox"/> Loading Dock Available <input type="checkbox"/> Elevator Available	Customer Number To Be Billed:	
	Contact at Pickup Location:	
	Contact Phone Number:	
	Contact Email Address:	

New Records Being Transferred For Storage

_____ # New Boxes Box Numbers: (Individual box numbers or a range of box numbers.)

_____ # Boxes of Interfiles
 (i.e., new files to be merged into existing boxes)

Checked Out Records Being Returned To Storage

_____ # Returning Boxes Box Numbers: (Individual box numbers or a range of box numbers.)

_____ # Boxes of Refiles
 (i.e., files returning to the box in which they were originally stored)

<i>This Box For Pickup Staff Use Only</i>		
	Quantity Accepted	Declined Boxes (list box numbers) & Reason For Decline <small>(TL: Not on Box Transfer List • BM: Not boxed/marked properly • NF: Not found for pickup)</small>
New Boxes		
Boxes of Interfiles		
Returning Boxes		
Boxes of Refiles		
Boxes Picked Up By:		Date Picked Up:



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RECORDS PICKUP REQUEST: INSTRUCTIONS

Boxes

- Boxes will be retrieved by either the BGS Postal Center (Waterbury-Montpelier) or contracted movers coordinated by BGS. Delivery services to the State Records Center are billed directly to the agency.
- Boxes must be properly labeled.
 - New boxes for storage must be clearly marked with department prefix and box number.
 - Returning boxes must have the State Records Center's box label on them.
- Only approved storage boxes (W.B. Mason item number PAIG15) will be picked up.
- When preparing new boxes for storage:
 - The State Records Center must approve a Box Transfer List (Form VSARA-05) prior to pickup.
 - No used boxes will be accepted.

Files

- Refiles and interfiles must be boxed separately.
 - Interfiles are new files to be merged into existing boxes.
 - Refiles are files that were checked out from boxes in the State Records Center.
- Boxes must be clearly labeled as containing either Refiles or Interfiles.
- Files will be returned if they do not have the proper sheet attached:
 - Interfiles must have an Interfile Transfer Cover Sheet (Form VSARA-06) attached.
 - Refiles must have the original request email attached.
- Files will only be accepted in reasonably sized boxes (standard records boxes or standard paper boxes).

All Items

- Boxes in the following condition will not be picked up and/or returned at agency expense:
 - Boxes that are torn, overstuffed or bulging.
 - Files or boxes that are labeled incorrectly and/or missing the necessary forms.
 - Boxes that are not sealed with a taped cover.
- **Items not listed on this form will not be accepted.** Be sure to list all box numbers.

Pickup Schedule for Agencies Not on the State Postal Services Route

Month			Pickup Locations
January	May	September	Burlington, Colchester, Essex, St. Albans and Swanton
February	June	October	Bennington, Brandon, Middlebury, Pittsford, and Rutland
March	July	November	Bellows Falls, Brattleboro, Hartford, and Springfield
April	August	December	Barre, Hyde Park, Morrisville, Newport, Orleans and St. Johnsbury

Agencies are responsible for transferring their records in a safe, secure manner and any noticeable damage or loss of records will be reported to the agency upon discovery by State Records Center staff.