

Records Pickup Request

Boxes

- Boxes will be retrieved by either the BGS Postal Center or contracted movers coordinated by BGS.
- Only approved storage boxes (WB Mason item number PAIG15) will be picked up.
- Boxes must be properly labeled using an adhesive computer generated label (Avery 5526 preferred).
 - New boxes for storage must be clearly marked with only Dept. Box Number; Record Series Number; Alpha Range of content; Inclusive Dates of content.
- Box cover must be taped to the box, sealed closed.

Files

- Records must be in a logical order and filed in folders or other paper separators (records shall not be transferred in binders or other plastic or metal containers).

Please complete the following and submit to Record Liaison rachel.smith@vermont.gov:

Requesting Agency Information

Contact Person (at pickup location): _____
(Last Name) (First Name)

Contact Number: _____ - _____
(area code)

E-mail Address: _____

Pickup Location Address: _____

City/Town: _____

State: _____ Zip Code: _____

Floor #: _____ Room #: _____ Loading Dock Available Elevator Available

File Transfer List Information (attach additional sheet if necessary)

Box #1: _____
(Title and Description of Records | Inclusive Dates)

Box #2: _____
(Title and Description of Records | Inclusive Dates)

Box #3: _____
(Title and Description of Records | Inclusive Dates)

For Record Liaison Use Only:

Notification Date: ____/____/____ Box Numbers Issued: _____

Pickup Date: ____/____/____ Number of Boxes: _____

Keep a copy for your record.

Child Development Division
NOB 1 North - 280 State Drive
Waterbury, VT 05671-1040

