

# Retrieval Slip / Formulaire de retrait



NOTE: Each item requires its own retrieval slip / Chaque article exige un formulaire de retrait distinct

All fields are mandatory unless otherwise noted / S.V.P. remplir tous les critères, exception si nos bases de données n'indique qu'il ne soit pas requis

Date requested / Date demandée :	_____
Date of planned visit / Date de visite prévue :	_____
Client Name / Nom du client :	_____
Registration # / N° d'inscription :	_____ or Registration required
Email Address / Adresse électronique :	_____
Table Number / N° de tableau :	_____

Item Description :	_____
Date of Item :	_____
Fonds/Series Title :	_____
Government Schedule Number (if applicable /le cas échéant) :	_____
GR Accession Number (if applicable /le cas échéant) :	_____
Location Code :	- - - or Q _____

Staff Use Only		
<b>Access Restrictions (check &amp; initial applicable option)</b> Records are: open _____ restricted _____ restricted & authorization documentation is in place _____	<b>Reproduction permitted?</b>  Yes  No	Records must be viewed in secure viewing room
Records require special handling		
<b>Offsite Records Retrieval Status</b> IRR# _____ Client notified records will be ordered Client confirmation received to proceed Client notified of record delivery on _____ Retrieved from GRC secure storage room or Conservation Lab Client done with records / 5 day limit reached	<b>Onsite Records Retrieval Status</b>  Retrieved Returned & placed on hold Record retrieved from hold Reshelfed	

MG-1344 (Rev. 01/23)



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