



SIMON FRASER UNIVERSITY Archives and Records Management Department

Procedures for Retrieving Files from the University Records Centre

1. When you need to retrieve a file or box of records from the University Records Centre (URC), first refer to internal Departmental file lists and the Records Centre Shelf Location list received from Archives.
2. Before contacting Archives, you should have the following file or box information ready:
 - ! Name, title and/or number of file to be retrieved
 - ! Archival number of the box the file is contained in
 - ! Records Centre shelf location number
3. Contact Lisa Agosti, Records Services Clerk, by phone (778-782-4547) or by e-mail (lisa_agosti@sfu.ca) and provide the following information:
 - ! Name and position title of the person making the request
 - ! Name of department

or if you would like it delivered. Departments may have the requested materials delivered during the Records Services Clerk's shift or may pick them up at the Archives and Records Management Office between 9:00-12:30 and 1:30-4:00.

5. Regular ff/F1.0 1 3bcm BT 500ca150 b2B3250f0p128m of/deliver you (th) n j4500r50295 0 050 60
Typical by be ready for pick up or delivery by the time the request being made.
6. The maximum number of whole BOXES that the Records Services Clerk will retrieve in one shift is four (4). If you require more than 4 boxes at one time, you can either:
 - (a) narrow your request to specific files rather than whole boxes;
 - (b) have your boxes delivered over several Records Services Clerk shifts;
 - (c) raise a work order

7. You