

To retrieve boxes/files from CFI: You must look up the records you wish to retrieve from either the annual inventory report or your pink copies of the box forms. The authorized requester or record's coordinator must then fill out the Box Movement Authorization form and fax it to Central Files, Inc. at **289-3047**. The standard delivery time is within 8 business hours. **A RUSH delivery is for 1-hour delivery.**

NOTE: Be sure to make copies of the provided form, and save the original for future copies.

HOW TO FILL OUT THE BOX MOVEMENT AUTHORIZATION FORM:

1. Fill in the date, time, account name, address, department, floor, contact, fax, and phone number. **(All of this information is important for us to provide you timely service.)**
2. **Required Time of Service:** Check **Normal** to receive service within 8 hours from request. *(If you send a request in the morning you will receive it sometime that afternoon, and requests sent in the afternoon will be completed sometime the next morning).* Check **RUSH** if you wish to receive service within 1 hour. Check **After Hours** if you send a request between the hours of 4pm – 9am and wish to receive it with in 1 hour.
3. **Type of Service:** Check **Pull: Box** if you want us to retrieve a box from storage for you. Check **Pull: File** if you want us to retrieve a file, from a box, for you. Check **Re-File: Box** if you want us to place a box, you previously retrieved, back into storage. Check **Re-File: File** if you want us to place a file, you previously retrieved, back into a box. Check **New Box (es)** if you have a new box or new boxes to place into storage at our facility. Check **Destruction** if you have boxes or containers of paper that you want us to destroy.
4. **Method of Delivery:** Check **Central Files – Delivery/Pick-up** if you want us to deliver or pickup your boxes or files. Check Customer **Pick-up/Drop-Off/Review** if you want to come pickup/drop-off a box or file at our facility, or simply review a box or file at our facility.
5. **Box Number:** Use this column to write in the box number you want us to retrieve, or the box number of a file that you want us to retrieve. Also, use this column to list box numbers for boxes that you want us to pickup.
6. **File Name/File Number/Other Information:** Use this column to write the file name/file number of a file you want us to retrieve from a box. Also, use this column if you want to order new boxes or forms *(please tell us how many you need)*, or if there are any special instructions you want to give us.

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7. Please do not write in the columns marked **Location or (File Found) Yes\No**. These columns are to be filled out by Central Files employees only.
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IMPORTANT: At any time the authorized requester or Record's Coordinator changes for your department/company, you must notify your Records Management Officer to update the files. CFI will not send records to persons not on the authorized list.