



## RECORDS PICK UP RECEIPT

To be used for transferring records from Kennesaw State University to off-site storage with Iron Mountain.

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Department or Unit: \_\_\_\_\_

Boxes Received From: \_\_\_\_\_

Boxes and Transmittal Sheet Picked Up By (Iron Mountain employee)

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Number of Boxes Picked Up: \_\_\_\_\_

Box Barcode Number(s):  
(Circle new box or refile)

(New Box/Refile). 1.

(New Box/Refile). 2.

(New Box/Refile). 3.

(New Box/Refile). 4.

(New Box/Refile). 5.

(New Box/Refile). 6.

(New Box/Refile). 7.

(New Box/Refile). 8.