

Archive Retrieval Form

This form should be completed if a study is to be retrieved from the off-site storage facility (Kelly's Storage Limited) and/or from the R&D Projects Archive on the N Drive. Once completed, the form should be returned to the R&D Archive Administrator, who will arrange for the archived material to be recalled and tracked via the R&D Archive database.

Name of Study	Study Number	R&D Archiving Number (for completion by R&D Archive Administrator)	Principal Investigator

Name of Person Requesting Retrieval:

Reason for Request:

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Senior R&D Manager's Approval: Date:



Kelly's Barcode Numbers (for completion by R&D Archive Administrator):