

**MIAMI DADE COLLEGE**  
**PROPERTY MANAGEMENT**  
**CONSOLIDATED COLLEGE WAREHOUSE**

**RECORDS RETRIEVAL FORM**

DATE OF REQUEST: \_\_\_\_\_ DATE NEEDED: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX: \_\_\_\_\_

DELIVER TO: CAMPUS: \_\_\_\_\_ ROOM # \_\_\_\_\_

DEPARTMENT NAME: \_\_\_\_\_

BOX # \_\_\_\_\_ DESCRIPTION \_\_\_\_\_

BOX # \_\_\_\_\_ DESCRIPTION \_\_\_\_\_

BOX # \_\_\_\_\_ DESCRIPTION \_\_\_\_\_

BOX # \_\_\_\_\_ DESCRIPTION \_\_\_\_\_

BOX # \_\_\_\_\_ DESCRIPTION \_\_\_\_\_

BOX # \_\_\_\_\_ DESCRIPTION \_\_\_\_\_

NOTES: \_\_\_\_\_

FOR MORE INFORMATION PLEASE CALL 305-717-1553 OR 305-717-6839  
ALL RECORDS ARE DELIVERED VIA INTEROFFICE MAIL RUN

<p><b>FAX THIS REQUEST TO: 305-463-9082</b> <b>PRINT OR TYPE ALL THE ABOVE INFORMATION, IN ORDER TO</b> <b>EXPEDITE YOUR REQUEST.</b></p>
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