

### Request for Archive Retrieval

IRAS / R&D Study No.	
Box No.	
Barcode	
Date for Return (must be within 30 day)	
Reason for Retrieval	

Authorisation by			
Status of Authoriser	CI / PI / Sponsor / NNUH Archivist <i>(delete those not applicable)</i>		
Signed		Date	

Retrieval Request submitted by:			
Signed		Date	

Box Received by R&D / Requester <i>(delete as appropriate)</i>			
Signed		Date	

R&D QC completed in-situ			
Name			
Barcode:			
Security Tag No.			
Signed		Date	

Collected by Driver			
Name			
Signed		Date	

Please send Archive Retrieval request forms to [rdoffice@nnuh.nhs.uk](mailto:rdoffice@nnuh.nhs.uk)

Please put the following as the email subject "Retrieval request, IRAS / R&D Study No."