# COLD STORAGE REQUEST FORM

Requests are limited to three 10 cans requests per week per researcher, following the schedule below.

Cans requested during the week before a holiday will be delayed. Researchers can submit 1 request per day for each day orders are submitted. All requests should be placed by emailing this form to coldstorage.carto@nara.gov.

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| **Order Form Submitted to** **coldstorage.carto@nara.gov** | **Records Available for use in Carto Research Room (Appointment required)** |
| Monday (by noon) | Friday |
| Wednesday (by noon) | Tuesday |
| Friday (by noon) | Thursday |

Lenexa orders will be logged in as a pull during a research room visit unless the researcher already has two pulls on hold. If a researcher has two pulls out, Lenexa order will then be logged in as soon as one pull is refiled and will take precedence over any in-house pull requests.

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| RECORD GROUP | NARA CAN # | BARCODE # | RESEARCHER NAME | REQUEST DATE |
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