Recalling Boxes from Patterson Pope

Request the delivery through URMA

1. Locate the records you wish to transfer on the Records tab.
   - Note: search all boxes assigned to your Organization(s) by putting the cursor in any Quick Search field and hitting Enter.
2. Click the checkbox on the left for each box you wish to recall from Patterson Pope.
3. Click Request Delivery.
4. Click the Users tab.
5. Enter your computing ID and click Search.
   - You may search for and select another URMA user, if needed.
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6. Click the button to the left of the User.
7. Add comments, if needed to the Comments text box.
8. Click the Request button.

9. The Request Results screen will appear. Click OK.

10. URMA will generate a notification to Records & Information Management (RIM). A staff member will contact you to confirm your request.
11. RIM will notify Patterson Pope of the delivery request.
12. Patterson Pope will contact you to establish a delivery date and time.
13. Email records@virginia.edu to confirm that the boxes were delivered.