Storage Transfers to Patterson Pope

Do you have a current account with Patterson Pope?

- Yes – Move to next question.
- No – Visit the Storage Account Creation page to request one and then wait for confirmation.

Are your boxes entered into the University Records Management Application (URMA)?

- Yes – Move to Request the pick-up through URMA
- No – You must enter boxes into URMA before you can transfer them to Patterson Pope.
  - URMA access requires the following (see URMA Account Creation page for more information):
    - Take Records & Information Management Basics on-demand course.
    - Obtain supervisor authorization.
    - Attend an URMA Hands-on session. Email records@virginia.edu to schedule.

Request the pick-up 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 transfer to Patterson Pope.
3. Click Request Pickup
**Storage Transfers to Patterson Pope**

4. Click Locations tab
5. In Location/Server Name field, type Patt
6. Click Search button below.

7. Click the button next to “Patterson Pope” in the results display
8. Add comments, if needed to the Comments text box.
9. Click Apply All.
10. Click Request Pickup.
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11. The Request Results screen will appear noting the number of requests and whether they were successful. Click OK.

12. URMA will generate a notification to Records & Information Management (RIM). A staff member will contact you to confirm your request.

13. RIM will send your barcodes through messenger mail with instructions for affixing them. A list of barcode numbers will accompany the instructions.

14. Affix the correct Patterson Pope barcode with the associated URMA box number on the list.

15. Contact RIM at records@virginia.edu once your labels and barcodes have been affixed.

16. RIM will contact Patterson Pope, who will then contact the requestor directly to set-up a pick-up date/time.

17. Email records@virginia.edu to confirm that the boxes were picked up.