



Film Vault Request Form

**Fax Completed Form To Records Management:
(864) 596-2477**

Requested By: Dorothy Earle
 Traci Willingham

Date: _____

Telephone# Diane: (864) 596-3566
 Office: (864) 5962507

Department: Register of Deeds

Service Requested:

- Next Day:** Pickup (requested after 3:00 PM)
- Same Day:** Pickup by end of business day (requested before 2:00 PM)
- Rush:** Pickup within 1 hour
- After Hours:** Pickup or Access (service required after 4PM and before 8 AM)

Film Type Mortgage/ Deed /Plat	Description Book # (Page If Known)	Additional Comments
1		
2		
3		
4		
5		

**Records Management Staff Use:
Location:**

Cabinet	Drawer	Roll #	Additional Comments
1			
2			
3			
4			
5			

Records Management

Register Of Deed

Sign Out **X** _____

Pick Up **X** _____

Date: _____

Date: _____

Returning Film To Records Management

Records Management

Register of Deeds

Returner: **X** _____

Returner: **X** _____

Date: _____

Date: _____