**PUBLIC WORKS ASSISTANCE WITH RECORDS**

**REQUEST FORM**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Person Requesting Assistance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone No./Extension: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Assistance Being Requested: (Please be specific as to assistance being sought including the number of boxes to be relocated or pulled, etc.)

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Please be aware that when utilizing Public Works personnel to relocate or pull boxes you must be present to direct and instruct to ensure proper handling of your records. It is not the responsibility of the Public Works Buildings & Grounds Department to ensure that your boxes are handled appropriately.

Please note that the Public Works Buildings & Grounds Dept. is willing to assist with records relocation, however, they will do so as their schedule permits and they will contact you to schedule a mutually convenient day/time to fulfill your request. Your patience and understanding is greatly appreciated.

For Public Works assistance this form should be submitted to Gary Bennett at garybe@CumberlandCountyNJ.gov and James Simpson at jamessi@CumberlandCountyNJ.gov.