

Reading room delivery

Archive reference: CEDAR-1047

Recorded: 12 September 2026

Deliver the blue archive box to the reading room at 09:30.

The box contains 24 folders. Keep the folders in label order.

Do not open the sealed envelope. Leave it with the coordinator.

Return the signed receipt before 16:00.

Map cabinet transfer

Archive reference: MAPLE-2086

Recorded: 14 September 2026

Move the flat map case to cabinet seven at 10:45.
The case contains 18 sheets. Keep the sheets flat during transfer.

Do not leave the case beside the loading door.
Return the cabinet key before 15:20.

Photograph box handoff

Archive reference: BIRCH-3098

Recorded: 16 September 2026

Take the photograph box to the west desk at 08:15.

The box contains 31 sleeves. Keep each photograph in its sleeve.

Do not release the box without a signed collection receipt.

Return the handling sheet before 14:50.