Requesting a recording/folder from the archive can be done two ways.

Option 1
   a. Give the exact folder name
   b. Name of the recording
   c. Approximate date

Option 2 (give us as much information as possible)
   d. Semester and Year of the class
   e. Department
   f. Class name, Number, and Section (if possible)
   g. Recording name
   h. Approximate date of recording.

For example, Spring 2012, Electrical Engineering Technology, Microprocessor Fundamentals, 2231, 001, April 16 2010.