

REFERENCE REQUESTS - FEDERAL RECORDS CENTERS	NOTE: Use a separate form for each request.
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SECTION I - TO BE COMPLETED BY REQUESTING AGENCY

ACCESSION NO.	AGENCY BOX NUMBER	RECORDS CENTER LOCATION
	OF	

DESCRIPTION OF RECORD(S) OR INFORMATION REQUESTED

[] BOX

[] FOLDER (include file number and title)

REMARKS

NATURE OF SERVICE

<input type="checkbox"/> FURNISH COPY OF RECORD (S) ONLY	<input type="checkbox"/> PERMANENT WITHDRAWAL	<input type="checkbox"/> TEMPORARY LOAN OF RECORD(S)
<input type="checkbox"/> REVIEW	<input type="checkbox"/> OTHER (<i>Specify</i>)	

SECTION II - FOR USE BY RECORDS CENTER

<input type="checkbox"/> RECORDS NOT IN CENTER CUSTODY <input type="checkbox"/> WRONG ACCESSION NUMBER-PLEASE RECHECK <input type="checkbox"/> WRONG BOX NUMBER-PLEASE RECHECK <input type="checkbox"/> WRONG CENTER LOCATION-PLEASE RECHECK <input type="checkbox"/> ADDITIONAL INFORMATION REQUIRED TO IDENTIFY RECORDS REQUESTED <input type="checkbox"/> MISSING (<i>Neither record(s), information nor charge card found in container(s) specified</i>) <input type="checkbox"/> RECORDS DESTROYED <input type="checkbox"/> RECORDS PREVIOUSLY CHARGED OUT TO (<i>Name, agency and date</i>):	REMARKS <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:25%;">DATE</th> <th style="width:25%;">SERVICE</th> <th style="width:25%;">TIME REQUIRED</th> <th style="width:25%;">SEARCHER'S INITIALS</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	DATE	SERVICE	TIME REQUIRED	SEARCHER'S INITIALS				
DATE	SERVICE	TIME REQUIRED	SEARCHER'S INITIALS						

SECTION III - TO BE COMPLETED BY REQUESTING AGENCY

NAME OF REQUESTOR	TELEPHONE NO.	DATE	RECEIPT OF RECORDS
NAME AND ADDRESS OF AGENCY			Requestor please sign, date and return this form, for file item(s) listed above, ONLY if the block to the right has been checked by the Records Center. []
			SIGNATURE