REFERENCE REQUESTS - FEDERAL RECORDS CENTERS

NOTE: Use a separate form for each request.

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

[ ] FURNISH COPY OF RECORD (S) ONLY [ ] PERMANENT WITHDRAWAL [ ] TEMPORARY LOAN OF RECORD(S)

[ ] REVIEW [ ] OTHER *(Specify)*

SECTION II - FOR USE BY RECORDS CENTER

[ ] RECORDS NOT IN CENTER CUSTODY

[ ] WRONG ACCESSION NUMBER-PLEASE RECHECK

[ ] WRONG BOX NUMBER-PLEASE RECHECK

[ ] WRONG CENTER LOCATION-PLEASE RECHECK

[ ] ADDITIONAL INFORMATION REQUIRED TO IDENTIFY RECORDS REQUESTED

[ ] MISSING *(Neither record(s), information nor charge card found in container(s) specified)*

[ ] RECORDS DESTROYED

[ ] RECORDS PREVIOUSLY CHARGED OUT TO *(Name, agency and date):*

REMARKS

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 AGNECY			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 / DATE