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# Archives and Records Centers Information System (ARCIS)

Creating an ARCIS Records Request using the Copy Function

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This module demonstrates the process of using the Archives and Records Centers Information System (ARCIS) customer agency portal to create a reference request by copying a previously created request. This process will save time when submitting multiple requests for records or containers from the same records transfer.

If not already complete, view the module "*Submitting an ARCIS Records Request*" prior to watching this module.

Use the Back and Continue buttons near the bottom of the screen to navigate this presentation.

Duration: 4 minutes

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**Continuous improvement efforts may result in minor differences between items shown in this module and the actual production system.**

**However, the differences will be minor and should not affect the value of this module in demonstrating how to use ARCIS.**

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**During this module we will use the following scenario.**

You need boxes 8, 9, and 10 from records transfer PT-015-2008-000817.

You have already completed data entry and submitted a request for box 8.

You now would like to submit requests for boxes 9 and 10 without making redundant data entries.



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### My Reference Requests

**Reference Request - In Progress**  
Provides the ability to initiate and manage new Reference Requests that were created by you while having a status of "Reference Initiated" and "Reference Received".

**Reference Request - Processed**  
Provides the ability to view a list and monitor Reference Requests that were created by you while having a status other than "Reference Initiated" and "Reference Received".

Select "New Reference" to initiate a new Reference Request.  
 Select "Query" to search for a Reference Request.  
 Select "Copy Reference Request" to copy a Reference Request to the newly initiated Reference Request.

Locate the request you just created and submitted for box 8 of transfer PT-015-2008-000817.

Reference Request #	Request Category	Charge Account	Recipient Name	Status	Records Center	Submitted Date	Copy Reference Request
ARR1-77816952	Transfer	09899993	DON GREENLEE	Reference Received	FRC - Philadelphia	9/9/2008	
ARR1-77903801	Transfer	09899993	Sam Smith	Reference Received	FRC - Philadelphia	9/8/2008	
ARR1-77804801	Transfer	09899993	Sam Green	Reference Received	FRC - Philadelphia	9/4/2008	
ARR1-77487838	Transfer	09899993	Don Greenlee	Reference Received	FRC - Philadelphia	8/29/2008	
ARR1-77487834	Transfer	09899993	Don Greenlee	Reference Received	FRC - Philadelphia	8/29/2008	

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My Reference Requests

Reference Request - In Progress Provides the ability to initiate and manage new Reference Requests that were created by you.

Reference Request - Processed Provides the ability to view a list and monitor Reference Requests that were created by you while you are logged in as either a Reference Initiator or Reference Receiver.

New Reference: To initiate a new Reference Request.

Query: To query for a specific Reference Request. Please note that queries are Case Sensitive.

Copy Reference Request: To initiate a new Reference Request to an previously submitted Reference Request. Before selecting this option, you may want to query for a specific Reference Request. This option copies certain elements from the selected Reference Request to the newly created Reference Request.

Reference Requests - In Progress

New Reference Query

Reference Request #	Request Category	Charge Account	Recipient Name	Status	Records Center	Submitted Date	Copy Refer
1	Transfer	08899993	Don Greenlee	Reference Request	PRC - Philadelphia	9/18/2008	
2	Transfer	08899993	Don Greenlee	Reference Request	PRC - Philadelphia	9/18/2008	
3	Transfer	08899993	Don Greenlee	Reference Request	PRC - Philadelphia	9/18/2008	
4	Transfer	08899993	Don Greenlee	Reference Request	PRC - Philadelphia	9/18/2008	

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Click the Copy Reference Request icon for the box 8 request.





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### Reference Request

Click on "Save and Finish" to continue later.  
Click on "Cancel" to cancel the operation.  
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
<b>*Reference Request #:</b> ARR1-77816955	<b>Request Category:</b> Transfer	<b>*Recipient Name:</b> DON GREENLEE	<b>*Status:</b> Reference Initiated
<b>*Record Group:</b> 015	<b>Records Transfer #:</b> PT-015-2008-000817	<b>*Address Line 1:</b> Don Lane	<b>Submitted Date:</b>
<b>Agency:</b> Department of Veterans Affairs	<b>Container #:</b> 9	<b>Address Line 2:</b>	<b>*Shipping Method:</b> USPS
<b>*Last Name:</b> Greenlee	<b>Case File Information:</b> Claim folder AB 2006	<b>City:</b> St. Louis	<b>Shipping Account #:</b>
<b>First Name:</b> Don	<b>Whole Container:</b>	<b>State:</b> MO	<b>*Records Center:</b> FRC - Philadelphia
<b>Charge Account:</b> 09899999	<b># Of Units:</b>	<b>Zip Code:</b> 603022	
<b>*Nature of Service:</b>		<b>Country:</b> USA	
	<b>*Service Level:</b> Standard	<b>Security Classification Type:</b> Standard	<b>Phone#:</b>
		<b>Security Classification:</b>	<b>Fax#:</b>
	<b>Comments:</b>		



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### Reference Request

[Save and Finish Later](#) [Cancel](#) [Continue to Review and Submit](#)

Click on "Save and Finish" to continue later.  
Click on "Cancel" to cancel the operation.  
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
<b>*Reference Request #:</b> ARR: 77819655	<b>Request Category:</b> Transfer	<b>*Recipient Name:</b> DON GREENLEE	<b>*Status:</b> Reference Release
<b>*Record Group:</b> 015	<b>Records Transfer #:</b> 1 - JF 5-2004-000017	<b>Address Line 1:</b> 655 Are	<b>Submitted Date:</b>
<b>Agency:</b> Department of Veterans Affairs	<b>Container #:</b> 9	<b>Address Line 2:</b> (X:0000000000)	<b>*Shipping Method:</b> USFS
<b>*Last Name:</b> Greenlee	<b>Case/File Information:</b> Claim folder 88 2008	<b>City:</b> St. Louis	<b>Shipping Account #:</b>
<b>First Name:</b> Don	<b>Whole Container:</b> <input checked="" type="checkbox"/>	<b>State:</b> MO	<b>*Records Center:</b> PRC - Philadelphia
<b>Charge Account:</b> UL809090	<b># Of Units:</b> 1	<b>Zip Code:</b> 60302	
<b>*Nature of Service:</b> Temporary Loan of R	<b>Security Classification Type:</b> Standard	<b>Country:</b> USA	
<b>*Service Level:</b> Standard	<b>Security Classification:</b>	<b>Phone#:</b>	
		<b>Fax#:</b>	

**Comments:**

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### Reference Request

Save and Finish Later Cancel Continue to Review and Submit

Click on "Save and Finish" to continue later.  
Click on "Cancel" to cancel the operation.  
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Click the **Continue to Review and Submit** button.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77816955 *Record Group:	Request Category: Transfer Records Transfer #: 015	*Recipient Name: DON GREENLEE *Address Line 1: PT-015-2008-000817	*Status: Reference Initiated Submitted Date:
Shipping Method: USPS Shipping Account #:	Agency: Department of Veterans Affairs *Last Name: Greenlee First Name: Don	Container #: 9	Address Line 2:
*Records Center: FRC - Philadelphia *Service Level: Standard	*Of Units: 1 Security Classification Type: Standard Security Classification:	Case File Information: Claim folder 2006 Zip Code: 603022 Country: USA Phone: Fax:	City: St. Louis State: MO.

Comments:

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These are Series of Help Texts.  
 The fields marked with \* are required fields.  
 Please do not use **Browser Back Button**. Use the Back Buttons in the forms whenever possible.  
 Please review the Reference Request prior to submitting.  
 Click Application Help for more guidance on how to create a Reference Request.

Reference Request

Edit Save and Finish Later Submit

Click on "Edit" to update the Reference Request.  
 Click on "Save and Finish" to continue later.  
 Click on "Submit" to submit the reference request.

After review, click the Submit button to submit this request for box 9.

Reference Request #	Request Category	Recipient Name	Status
1000-1000001	Transfer	1000 1000 1000	Returned/Failed
Record Series	Records Transfer #	Address Line 1	Submitted Date
015	PT-016-8008-000817	Box/Case	
Agency	Container #	Address Line 2	Shipped Date
Department/Volunteer/Office	0		
Last Name	Contact Information	City	Reason for Return
Website	Contact # or FAX	State	
First Name	Address/Reference	State	Telephone/Comments
Box	Yes	PO	
Charge Account	# of Units	Zip Code	Shipping Method
10000001	1	10000	1000
Name of Service	Security Classification Type	Country	Shipping Account #
Temporary Loan of Records	Standard	USA	
Service Level	Security Classification	Phone #	Records Center
Standard		Fax #	FRC - Ref

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**Successful Submission**

Your reference request has been submitted successfully and will be processed by a NARA Representative as quickly as possible.

Reference Request #: ARR#-77813055

[Go To Home Page](#)

**Reference Request**

Request Details	Reference Details	Shipment Details	Status Details
Reference Request #: ARR#-77813055	Request Category: Transfer	Recipient Name: DON GREENLEE	Status: Referenced Received
Record Group: 916	Records Transfer #: -1 (1) 2008-00017	Address Line 1: Animas	Submitted Date: 9/18/2008
Agency: Department of Veterans Affairs	Container #: 9	Address Line 2: (900 X 600)	Shipped Date:
Last Name: Greenlee	Casefile Information: Clear folder CE 200C	City: St. Louis	Reason Not Found:
First Name: Don	Whole Container: Yes	State: MO	Not Found Comments:
Charge Account: 0589999	# Of Units: 1	Zip Code: 60302	Shipping Method: USPS
Nature of Service: Temporary Loan of Records	Security Classification Type: Transfer	Country: USA	Shipping Account #:
Service Level: Standard	Security Classification:	Phone#:	Records Center: FRC - Philadelphia
		Fax#:	

Comments:

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**Successful Submission**

Your reference request has been submitted successfully and will be processed by the NARA Records Administration according to the applicable schedule.

Reference Request #ARR1-77816955

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**Reference Request**

**Request Details**

Reference Request #: ARR1-77816955  
Record Group: 015

Records Transfer #: PT-015-2008-000817  
Container #: 9

Address Line 1: Don Lane  
Address Line 2:

Status Details  
Status: Reference Received  
Submitted Date: 9/9/2008  
Shipped Date:

Department of Veterans Affairs  
Last Name: Greenlee  
First Name: Don  
Charge Account: 0989999

Case File Information: Claim Number CE 2006  
Whole Container: Yes  
# of Units: 1

City: St Louis  
State: MO  
Zip Code: 63002

Reason Not Found  
Not Found Comment  
Shipping Method: USPS

Records Center: FRB - RUC00004

Service Level: Standard  
Security Classification:  
Phone: (616) 274-1600

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The reference request for box 9 has been submitted successfully to the Federal Records Center.

Return to the Reference Requests list applet page to repeat this process for box 10.

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### My Reference Requests

**Reference Request - In Progress**  
Provides the ability to initiate and manage new Reference Requests that were created by you while having a status of "Reference Initiated" and "Reference Received".

**Reference Request - Processed**  
Provides the ability to view a list and monitor Reference Requests that were created by you while having a status other than "Reference Initiated" and "Reference Received".

- Select **"New Reference"** to initiate a new Reference Request.
- Select **"Query"** to query for a specific Reference Request. Please note that queries are **Case Sensitive**.
- Select **"Copy Reference Request"** to initiate a new Reference Request from a previously submitted Reference Request. Before selecting this option, you may want to query for a specific Reference Request. This option copies certain data elements from the selected Reference Request to the newly initiated Reference Request.

#### Reference Requests - In Progress

Category	Charge Account	Recipient Name	Status	Records Center	Submitted Date	Copy Reference Request	Reference Request #	Request
Transfer	09899999	Don Greenlee	Reference Received	FRC - Philadelphia	9/9/2008			
>	ARR1-77803801	Sam Smith	Reference Received	FRC - Philadelphia	9/6/2008			
>	ARR1-77804801	Sam Green	Reference Received	FRC - Philadelphia	9/4/2008			
>	ARR1-77467838	Don Greenlee	Reference Received	FRC - Philadelphia	8/29/2008			

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Please do not use **Browser Back Button**. Use the Back Buttons in the forms whenever possible.  
Please review the Reference Request prior to submitting.  
Check **Application Help** section for more guidelines on how to create a Reference Request.

**Reference Request**

Click on "Save and Finish" to continue later.  
Click on "Cancel" to cancel the operation.  
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77816959	Request Category: Transfer	*Recipient Name: DON GREENLEE	*Status: Reference Initiated
*Record Group: 015	Records Transfer #: AT:0155008300812	*Address Line 1: Don Greenlee	Submitted Date:
Agency: Department of Veterans Affairs	Container #:	Address Line 2:	Shipping Method: FEDEX
*Last Name: Greenlee	Case File Information: Claims/oldewCE_2008	City: St Louis	Shipping Account #:
First Name:	Whole Container: <input checked="" type="checkbox"/>	State:	*Records Center: FRC - Philadelphia
Charge Account: 0155008300812	# of Units: 1	Zip Code: 63102	
Temporary Loan of R: Temporary Loan of R	Security Classification Type: Standard	County: LRA	
*Service Level: Standard	Security Classification:	Phone #:	

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**These are Series of Help Texts.**  
The fields marked with \* are required fields.  
Please do not use **Browser Back Button**. Use the Back Buttons in the forms whenever possible.  
Please review the Reference Request prior to submitting.  
Check **Application Help** section for more guidelines on how to create a Reference Request.

**Reference Request**

Save and Finish Later Cancel Continue to Review and Submit

Click on "Save and Finish" to continue later.  
Click on "Cancel" to cancel the operation.  
Click on "Continue to Review and Submit" to review and submit the Reference Request.

---

<b>Request Details</b>	<b>Request Category:</b> Transfer	<b>Recipient Name:</b> DON GREENLEE	<b>Status:</b> Reference Initiated
<b>Reference Request #:</b> ARR1-77816959	<b>Records Transfer #:</b> PT-015-2008-00817	<b>Address Line 1:</b> Don Lane	<b>Submitted Date:</b>
<b>Record Group:</b> 015	<b>Agency:</b>	<b>Shipping Method:</b>	
<b>Shipping Account #:</b>	<b>Department:</b> Veterans Affairs	<b>City:</b> St. Louis	
<b>Records Center:</b> FRC - Philadelphia	<b>Last Name:</b> Greenlee	<b>State:</b> MO	
<b>Country:</b> USA	<b>First Name:</b> Don	<b>Zip Code:</b> 63022	
<b>Security Classification:</b>	<b>Charge/Account:</b> 09899999	<b># Of Units:</b> 1	<b>Security Classification Code:</b> Standard
	<b>Case File Information:</b> Claim folder CE 2008	<b>Nature of Service:</b> Temporary Loan of R	
	<b>Whole Container:</b> <input checked="" type="checkbox"/>		

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**These are Series of Help Texts.**  
 The fields marked with \* are required fields.  
 Please do not use **Browser Back Button** / **Loc the Back** Buttons in the forms whenever possible.  
 Please review the Reference Request prior to submitting.  
 Check: **Application Help** section for more guidelines on how to create a Reference Request.

**Reference Request**

Click on "Save and Finish" to continue later.  
 Click on "Cancel" to cancel the operation.  
 Click on "Continue to Review and Submit" to review and submit the Reference Request.

Animation  
 (900 x 535)  
 (X:0; Y:0)

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR: 77813959 *Record Group: 015 Agency: Department of Veterans Affairs *Last Name: Greerles First Name: Don Charge Account: 06899990 *Nature of Service: Temporary Loan of R *Service Level: Standard	Request Category: Transfer Records Transfer #: 77-015-2003-000017 Container #: 10 Case/File Information: Claim folder 8/2003 Whole Container: <input checked="" type="checkbox"/> # of Units: 1 Security Classification Type: Transfer Security Classification:	*Recipient Name: DON GREENLEE *Address Line 1: Donora Address Line 2:  City: St. Louis State: MO Zip Code: 60022 Country: USA Phone#:  FAX#: 	*Status: Reference Release Submitted Date:  *Shipping Method: USFS Shipping Account #:  *Records Center: HRC - Philadelphia

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**These are Series of Help Texts.**  
 The fields marked with \* are required fields.  
 Please do not use **Browser Back Button**. Use the Back Buttons in the forms whenever possible.  
 Please review the Reference Request prior to submitting.  
 Check **Application Help** section for more guidelines on how to create a Reference Request.

**Reference Request**

Save and Finish Later Cancel Continue to Review and Submit

Click on "Save and Finish" to continue later.  
 Click on "Cancel" to cancel the operation.  
 Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77816959	Request Category: Transfer	*Recipient Name: DON GREENLEE	*Status: Reference Info Submitted
*Record Group: 015	Records Transfer #: PT-015-2008-000817	*Address Line 1: Don Lane	*Shipping Method: USPS
Agency: Department of Veterans Affairs	Container #: 10	Address Line 2:	Shipping Address
*Last Name: Greenlee	Case File Information: Claim folder 03 2006	City: St Louis	*Records Center: FRC - Philadel
First Name: Don	Whole Container: <input checked="" type="checkbox"/>	State: MO	
Charge Account: 09899999		Zip Code: 63022	
	*Nature of Service: Reference Request	# Of Units: 1	Country: USA
	*Service Level: Standard	Security Classification Type: Standard	Phone#:

Fax#:

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**These are Series of Help Texts.**  
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 Please do not use **Browser Back Button**. Use the Back Buttons in the forms whenever possible.  
 Please review the Reference Request prior to submitting.  
 Check **Application Help** section for more guidelines on how to create a Reference Request.

**Reference Request**

[Edit](#) [Save and Finish Later](#) [Submit](#)

Click on "Edit" to update the Reference Request.  
 Click on "Save and Finish" to continue later.  
 Click on "Submit" to submit the reference request.

Review the request and submit.

Request Details	Reference Details	Shipment Details	Status Details
Reference Request #: ABR1-77816950	Request Category: Transfer	Recipient Name: DON GREENLEE	Status: Reference Initiated
Record Group: 015	Records Transfer #: PT 015 2008 000817	Address Line 1: Don Lee	Submitted Date: 9/19/08
Shipped Date:	Agency: Department of Veterans Affairs	Container #: 10	Address Line 2:
Reason Not Found:	Last Name: Greenlee	Case File Information: Claim folder FG 2008	City: St Louis
Not Found Comments:	First Name: Don	Whole Container: Yes	State: MO
Shipping Method: USPS	Charge Account: 09899999	# Of Units: 1	Zip Code: 60302
Shipping Account #:	Nature of Service: Temporary Loan of Records	Security Classification Type: Standard	Country: USA
Records Center: FRC - Philadelphia	Service Level: Standard	Security Classification: Standard	Phone: *
			Fax: *

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**Successful Submission**

Your reference request has been submitted successfully and will be processed by a NARA Representative as quickly as possible.

Reference Request #: ARR-77813050

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**Reference Request**

Request Details	Reference Details	Shipment Details	Status Details
Reference Request #: ARR-77813050	Request Category: Transfer	Recipient Name: DON GREENLEE	Status: Referenced Received
Record Group: 115	Records Transfer #: 115 (1946-1947)	Address Line 1: Animas Ave	Submitted Date: 9/16/08
Agency: Department of Veterans Affairs	Container #: 10	Address Line 2: (900 X 600) (X:0; Y:0)	Shipped Date:
Last Name: Greenlee	Casefile Information: Clair folder 10 2000	City: MO	Reason Not Found:
First Name: Don	Whole Container: Yes	State:	Not Found Comments:
Charge Account: 0589999	# Of Units: 1	Zip Code: 60302	Shipping Method: USPS
Nature of Service: Temporary Loan of Records	Security Classification Type: Transfer	Country: USA	Shipping Account #:
Service Level: Standard	Security Classification:	Phone#:	Records Center: FRC - Philadelphia
		Fax#:	

Comments:

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**Successful Submission**  
 Reference request has been submitted successfully and will be processed by a NARA Representative as quickly as possible.

**Success**  
Your ref...

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Reference Details	Shipment Details	Status Details
<b>Request Category:</b> Transfer	<b>Recipient Name:</b> DON GREENE	<b>Status:</b> Reference Received
<b>Records Transfer #:</b> PT-015-2009-000817	<b>Address Line 1:</b> Don Lane	<b>Submitted Date:</b> 9/9/2008
<b>Case File Information:</b> Claim_folder/EG/2008	<b>Address Line 2:</b> 	<b>Shipping Method:</b> 
<b>Whole Container:</b> Yes	<b>City:</b> St. Louis	<b>Reason Not Found:</b> 
<b># Of Units:</b> 1	<b>State:</b> MO	<b>Not Found Comments:</b> 
<b>Security Classification Type:</b> Standard	<b>Zip Code:</b> 60302	<b>Shipping Method:</b> USPS
<b>Security Classification:</b> 	<b>Country:</b> USA	<b>Shipping Account #:</b> 
	<b>Phone#:</b> 	<b>Records Center:</b> FRC - Philadelphia
	<b>Fax#:</b> 	

**Reference Request**  
**Request Details**  
 Reference Request #:  
ARR1-77816959

**Record Group:**  
015  
 Department:  
**Last Name:**  
Greenlee  
**First Name:**  
Don  
 Charge Account:  
05899999  
 Nature of Service:  
Temporary/Long Term  
 Service Level:  
Standard  
 Comments:

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**My Reference Requests**

**Reference Request - In Progress**  
Provides the ability to initiate and manage new Reference Requests that were created by you while having a status of "Reference Initiated" and "Reference Received"

**Reference Request - Processed**  
Provides the ability to view a list and monitor Reference Requests that were created by you while having a status other than "Reference Initiated" and "Reference Received"

Reference requests have now been submitted for boxes 8, 9, and 10 from transfer PT-015-2008-000817.

Select Copy Reference Request  
want to query for a specific Reference Request. This option copies certain data elements from the selected Reference Request to the newly initiated Reference Request.

**Reference Requests - In Progress**

Request Name	Status	Records Center	Submitted Date	Copy Reference Request	Reference Request #	Request Category	Charge Account	Recipient
REER000	Reference Received	ERC-Philadelphia	9/9/2008	[+]	AR015908000	Transfer	09899999	608103
REER001	Reference Received	ERC-Philadelphia	9/9/2008	[+]	AR015908000	Transfer	09899999	608103
REER002	Reference Received	ERC-Philadelphia	9/9/2008	[+]	AR015908000	Transfer	09899999	608103
REER003	Reference Received	ERC-Philadelphia	9/6/2008	[+]	AR015908000	Transfer	09899999	608103
REER004	Reference Received	ERC-Philadelphia	9/4/2008	[+]	AR015908000	Transfer	09899999	608103

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