

REFERENCE REQUEST--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 NUMBER

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
 RECORDS DESTROYED
 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 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 REQUESTER

TELEPHONE NO. FTS DATE

RECEIPT OF RECORDS

NAME AND ADDRESS OF AGENCY

(Include street address, building, room no. and ZIP Code) →

Requester please sign, date and return this form, for file item(s) listed above, ONLY if the block to right has been checked by the Records Center.

SIGNATURE

DATE