



**State Records Center**  
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**Agency SRC Access Authorization Form**

The State Records center will not provide access to any records in its physical custody unless authorized by the legal owner of the records. Each agency utilizes the services of the State Records Center may designate individuals who are granted authorization to access their records.

As the Agency Head of

I,

(Agency Head/Authorized Agent), authorize the state Records Center to allow the following individuals to have access to the records of the above named agency stored at the center.

Name	Phone Number and E-Mail	Access Limitation

Agency Head Signature:

Date: