



**State Records Center**  
 7815 Third Flag Parkway Suite 100  
 Austell, GA 30168  
 Tel: 770-732-5631  
 StateRecordsCenter@usg.edu

**State Records Center Reference Request Form**  
 (Used by client agencies to request records from SRC storage)

#	Consignment Number	Item	Box Number	Location number (from transmittal)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

Nature of Request: <input type="checkbox"/> Furnish Copy <input type="checkbox"/> Temporary Withdrawal	Date of Request
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Select method of delivery:     Mail     E-Mail     Fax     Courier     SRC Delivery     Agency Pickup

Name of Requestor:	
Agency:	
Address:	
Telephone:	
E-Mail:	
Fax:	

Number of Copies	Retrieved by:	Retrieval Date:
	Refiled by:	Refile Date:

Comments:	
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