



State Records Center
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 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				
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Nature of Request: Furnish Copy	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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