State Records Center
7815 Third Flag Parkway Suite 400
Austell, GA 30168
Tel: 770-732-5631
StateRecordsCenter@usg.edu

Request for Permanent Withdrawal of Records Form

(Used by client agencies to ***permanently*** remove records from SRC storage)

Name of Requestor:	
Agency:	
Address:	
Telephone:	
E-Mail:	
Fax:	
Reason for Withdrawal	

Select Method of delivery:	Mail		Courier		SRC Delivery		Agency Pickup
Retrieved by					Retrieval Date		
Comments:							

#	Consignment Number	Box Number	Location number (from transmittal)	Date Span