



State Records Center
 7815 Third Flag Parkway
 Suite 400
 Austell, GA 30168
 Tel: 770-732-5631
 Fax: 770-818-6821
 StateRecordsCenter@usg.edu

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

#	Consignment Number	Item	Date Span	Location number (from transmittal)
1				
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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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