



**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				
2				
3				
4				
5				
6				
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15				
16				
17				
18				

Nature of Request:	Date of Request
<input type="checkbox"/> Furnish Copy <input type="checkbox"/> Temporary Withdrawal	

Select method of delivery:	<input type="checkbox"/> Mail <input type="checkbox"/> E-Mail <input type="checkbox"/> Fax <input type="checkbox"/> Courier <input type="checkbox"/> SRC Delivery <input type="checkbox"/> Agency Pickup
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<b>Name of Requestor:</b>	
<b>Agency:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>E-Mail:</b>	
<b>Fax:</b>	

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Comments:	
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