REFERENCE REQUESTS - FEDERAL RECORDS CENTERS				NOTE: Use a separate form for each request.		
SECTION I - TO BE COMPLETED BY REQUESTING AGENCY						
ACCESSION NO.			AGENCY BOX NUMBER	RECORDS CENTER LOCATION		
			OF			
DESCRIPTION OF RECORD(S) OR INFORMATION REQUESTED						
[]BOX						
[] FOLDER (include file number and title)						
REMARKS						
NATURE OF SERVICE						
[]	FURNISH COPY OF RECORD (S) ONLY	[]	PERMANENT WITHDRAWAL	[]	TEMPORARY RECOR	
[]	REVIEW	[]	OTHER (Specify)			
SECTION II - FOR USE BY RECORDS CENTER						
r 1			REMARKS			
l J	RECORDS NOT IN CENTER CU					
[]	WRONG ACCESSION NUMBER RECHECK	-PLEASE				
[]	WRONG BOX NUMBER-PLEAS					
[]	WRONG CENTER LOCATION-P	К				
[]	ADDITIONAL INFORMATION RE IDENTIFY RECORDS REQUEST					
[]	MISSING (Neither record(s), info card found in container(s) specific	9				
[]	RECORDS DESTROYED					
[]	RECORDS PREVIOUSLY CHARGED OUT TO (Name, agency and date):		DATE	SERVICE	TIME REQUIRED	SEARCHER'S INITIALS
SECTION III - TO BE COMPLETED BY REQUESTING AGENCY						
NAME OF REQUESTOR TELEPHONE NO.		DATE	RECEIPT OF RECORDS			
NAME AND ADDRESS OF AGNECY			Requestor please sign, date and return this form, for file item(s) listed above, ONLY if the block to the right has been checked by the Records Center. [
				SIGNATURE		DATE