ALABAMA
DEPARTMENT OF
ARCHIVES & HISTORY

State Records Center
2745 Gunter Park West
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Agency RC Access Authorization Form

The State Records Center will not provide access to any records in its physical custody unless authorized by the legal owner of the records. Each agency utilizing the services of the Records Center may designate individuals who are granted authorization to access their records.

As the director of the _____ (Agency Name)

I, _____ (Agency Head/Authorized Agent), authorize the State Records Center to allow the following individual/individuals to have access to the records of the above named agency stored at the center.

NAME	PHONE NUMBER AND E-MAIL	ACCESS LIMITATION?

Agency Head Signature: Date

(Form RC-3 04/2026)