

ALABAMA



DEPARTMENT OF
ARCHIVES & HISTORY

State Records Center

2745 Gunter Park West

P.O. Box 300100

Montgomery, AL 36109

T: 334-277-9898

Record.center@archives.alabama.gov

Records Center Reference Request Form (used by client agencies to request records from RC storage)

#	Record Series	Item	Date Span	Location Number (From Transmittal)
1				
2				
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Nature of Request: Furnish Copy Temporary Withdrawal Permanent Withdrawal	Date of Request
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Information Provided By: Mail E-mail Fax Courier RC Delivery In Person	Name of Requestor:
	Agency:
	Address:
	Telephone:
	E-mail:
	Fax:

Number of Copies Made:	Retrieved by:	Retrieval Date
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Refiled by:	Refile Date
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