

# ALABAMA



DEPARTMENT OF  
ARCHIVES & HISTORY

## State Records Center

2745 Gunter Park West  
P.O. Box 300100  
Montgomery, AL 36109  
C: 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				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

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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Comments: