State Archives of North Carolina
NATURAL AND CULTURAL RESOURCES

Government Records Section
Records Services Unit

RECORDS RETRIEVAL FORM

- Agencies in Raleigh will be notified by phone when files are ready for pickup.
- Agencies outside of Raleigh: provide your interoffice, MSC number, courier, or mailing address.
- Keep a copy of this request for your records.

REQUESTER

NAME	DEPARTMENT OR AGENCY	DATE
TELEPHONE NUMBER	OFFICE (mailing address, if outside Raleigh)	☐ MAIL ☐ RUSH

RECORDS

ITEM #	DESCRIPTION (Dates, file #, contents, transfer date)	DATES: (Closed, separated)	SRC USE

SRC USE ONLY

SEARCHING

Taken by		**Item #**					
Searched by		Requests					
Existing outcard stamp #		Searches					
Existing outcard date		# of NIF					
Requester name on outcard		Forwards					

AGENCY CONTACT

Action	Print	Sign	Date	Notes
Results reported to agency by				
Custody accepted by				

REFILING

Received at SRC on _____ by _____ Replaced at filing location on _____ by _____

Nothing Compares℠

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