



Roy Cooper, Governor
D. Reid Wilson, Secretary

REQUEST BATCH ID:

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RC-14 (Rev 2024)

NAME	DEPARTMENT	DATE	
EMAIL	OFFICE (mailing address, if outside Raleigh)	MAIL	RUSH
PHONE		WITHDRAWAL	

Series ID: _____ Item: _____

RET	DESCRIPTION (Dates, file #, contents, transfer date)	DATES: (Closed, separated)	TR ID	SRC LOCATION

SRC USE ONLY

SEARCHING

Taken by / date	File	1	2	3	4	5
Searched by / date	Searches					
Existing outcard stamp #	Box #					
Existing outcard date	Barcode					
Name on outcard	NIF					

AGENCY CONTACT

Action	Print	Sign	Date	Notes
Results reported to agency by				
Released to representative by				
CUSTODY ACCEPTED BY				

RECEIVING

REFILING

Returned by / date	Mail:	File	1	2	3	4	5
Received by / date		Staff					
		Date					
		Barcode					