**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      | DATE      |
| TELEPHONE NUMBER      | OFFICE (mailing address, if outside Raleigh)      | \_\_\_ MAIL\_\_\_ RUSH |

RECORDS

 Item # Description (Dates, file #, contents, transfer date) Dates: (Closed, separated) SRC Use

|  |  |  |  |  |
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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 \_\_\_\_\_\_