



Josh Stein, Governor  
 Pamela B. Cashwell, Secretary

REQUEST BATCH ID:

RECEIVED DATE:

**RECORDS CENTER REFERENCE FORM**

RC-14 (Rev 2025)

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				
<b>CUSTODY ACCEPTED BY</b>				

**RECEIVING**

**REFILING**

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