

**STATE RECORDS MANAGEMENT CENTER  
RECORDS REQUEST**

Use a separate form for each request

<b>Request Date</b>	
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<b>RECORDS REQUESTED</b>
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<b>Case Name or Title</b>			
<b>Case Number</b>		<b>Date or Year</b>	
<b>Other Information</b>			

<b>LOCATION OF RECORDS</b>
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<b>Accession or Lot No.</b>	<b>Box Number</b>	<b>Range(s)</b>	<b>Section(s)</b>

<b>REQUESTOR</b>
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<b>Name</b>		<b>Title</b>			
<b>Agency</b>		<b>Division</b>			
<b>Street Address</b>					
<b>City</b>		<b>State</b>		<b>Zip Code</b>	
<b>Telephone Number</b>					
<b>e-Mail Address</b>					

<b>FOR RECORDS CENTER USE ONLY</b>
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<input type="checkbox"/>	<b>Records Destroyed</b>	<input type="checkbox"/>	<b>Additional Information Needed</b>
<input type="checkbox"/>	<b>Records Missing From Box</b>		
<input type="checkbox"/>	<b>Records Charged Out to:</b>		
<b>Name</b>	<b>Date</b>		
<b>Searcher's Initials</b>		<b>Date</b>	

**Mailing Address:**

**Telephone Number: 410-799-1930**

**State Records Management Center  
P.O. Box 275  
Jessup, Maryland 20794**

**FAX Number: 410-799-8532**