

REQUEST FOR AND/OR CHARGE-OUT OF RECORDS

SUSPENSE DATE FOR RETURN OF LOANED RECORDS (To be completed by office of record)

SEE INSTRUCTIONS BELOW

1 A. OFFICE OF RECORD (Organizational Title)

1B. LOCATION

2. RECORDS REQUESTED (Enter identifying information, e.g. file classification, subject, date, contract number, etc.)

3A. NAME OF REQUESTER

3B. ORGANIZATION AND LOCATION

3C. TELEPHONE NO.

3D. DATE

4A. RECORDS TO BE CHARGED TO
(If same as 3A, leave blank)

4B. ORGANIZATION AND LOCATION

4C. TELEPHONE NO.

X APPLICABLE BOX

5A.
 REQUESTED RECORDS ATTACHED

5B. FILE IDENTIFICATION (If other than that shown in item number 2)

6A.
 RECORDS CURRENTLY CHARGED OUT

6B. NAME OF PERSON TO WHOM RECORDS ARE CHARGED, ORGANIZATION, AND TELEPHONE NUMBER

6C. DATE CHARGED

7A.
 UNABLE TO IDENTIFY

7B. REMARKS

8A. SEARCHERS INITIALS

8B. DATE

AUTHORIZATION TO RETURN RECORDS TO FILE _____

9A. INITIALS OF BORROWER

9B. DATE

INSTRUCTIONS

1. This form may be used for either verbal or written requests for unclassified or classified records; HOWEVER IT WILL NOT BE USED AS A CLASSIFIED DOCUMENT RECEIPT.

a. When used for written requests, the requester will complete items 1a thru 4c and forward all copies to the office of record. The office of record will complete items 5a thru 8b as appropriate and enter a suspense date for the return of the records loaned.

b. When used to charge out records based on a verbal request, the office of record will complete items 1 a thru 8b as appropriate and the suspense date.

2. When records are loaned, the original will be attached as a cover sheet to the file loaned; the buff copy will be retained by the office of record as a suspense; and the pink copy will be filed as the charge-out.

3. The requester will complete items 9a and 9b for return of the file to the office of record.

4. When a request for records cannot be fulfilled, the office of record will complete items 6a thru 8b as appropriate and return all copies to the requester.

CAUTION. THESE RECORDS WILL BE USED FOR OFFICIAL PURPOSES ONLY. DO NOT REMOVE, PERMIT TO BE REMOVED, ADD TO, NOR REVEAL THE CONTENTS TO UNAUTHORIZED PERSONS.

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