

REQUEST FOR ARCHIVES & PUBLIC RECORDS

Requested Date: _____ Requested Taken By: _____

Requester Name: _____ Signature: _____

Department Name: _____ Release Date: _____

Account # _____ Phone: _____

Chapter/Company Address: _____ Fax: _____

_____ Email Address: _____

Administration use only

Notes: _____

Resolutions:

Page Count:

_____	_____	_____ Pages	_____ Sets
_____	_____	_____ Pages	_____ Sets
_____	_____	_____ Pages	_____ Sets
_____	_____	_____ Pages	_____ Sets
_____	_____	_____ Pages	_____ Sets
_____	_____	_____ Pages	_____ Sets

Information Provided: _____

Services:

White Bond: _____ X 0.15= _____

Fax: _____ X 0.80= _____

Scan/Emailed: _____ X 0.15= _____

Mail: _____ = _____

Cash \$ _____

Receipt # _____

Initials Worker: _____

Tax 0.06% = _____

Total= _____