

The Commonwealth of Massachusetts

William Francis Galvin

Secretary of the Commonwealth

State Records Center – Massachusetts Archives at Columbia Point

220 Morrissey Blvd., Boston, Massachusetts 02125-3384

Tel# 617-727-2470 Fax# 617-288-4505

RECORDS REQUEST FAX FORM

Agency/Div./A.O./Board Requesting files *Date*

Person Requesting File(s) *Phone Number/Fax#*

Agency Address for delivery purposes

SRC USE ONLY	Clerk pulling file(s): _____ Date files were pulled: _____
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Please PRINT or TYPE file information below. List file name, file#, SS#, other. (1 record request per line)	List SRC BOX CODE# (1 code#/line)	SRC Found File? Yes, No, Missing or Wrong box listed
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

If you have records to be RETURNED to the SRC, check box
Returns will be picked up on Thursdays.

RECEIPT OF RECORDS DELIVERED

Sign and Date upon Thursdays delivery

Fax in your Record(s) Requests Mon., Tues., Fri. 9:00am - 5:00pm and Wed. 9:00am - 3:00pm.
Records are available for pick-up at the SRC on Thursdays if the request can not be mailed.
Requests sent in after 3:00pm on Wednesdays will be delivered on the following Thursday.