

# The Commonwealth of Massachusetts

**William Francis Galvin**

Secretary of the Commonwealth

State Records Center – Massachusetts Archives at Columbia Point

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## SRC RECORDS RETURN SHEET

|   |                   |
|---|-------------------|
| Agency/Division Returning Records   | Date              |
| Person Returning  | Phone Number/Fax# |
| Address or location of records to be picked up by SRC clerks on Thursdays |                   |

|                     |  |
|---------------------|--|
| <b>SRC USE ONLY</b> | Clerk refiling record(s): _____ Date refiling: _____ |
|---------------------|--|

| Please PRINT or TYPE file information to be refiled below: (1 file per line) | Return file to: SCRBOX CODE# | DONOTUSE THIS COLUMN |                         |
|--|------------------------------|----------------------|-------------------------|
|  |                              | VERIFIED             | REFILED: YES OR NO; A-E |
| 1.   |                              |                      |                         |
| 2.   |                              |                      |                         |
| 3.   |                              |                      |                         |
| 4.   |                              |                      |                         |
| 5.   |                              |                      |                         |
| 6.   |                              |                      |                         |
| 7.   |                              |                      |                         |
| 8.   |                              |                      |                         |
| 9.   |                              |                      |                         |
| 10.  |                              |                      |                         |

SRC Encountered the following problems while refiling:

- A - Wrong SRC Code # listed.
- B - Wrong file info. listed.
- C - File would not fit in box
- D - File listed but NOT returned.
- E - File returned but not listed.

Return sheets must be filled out by agency personnel prior to pick up.  
Keep 1 copy for your files and 1 copy with documents.  
Be sure to notify us of your returns by fax or by phone.