

**STATE RECORDS MANAGEMENT CENTER
RECORDS REQUEST**

Use a separate form for each request

Request Date	
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RECORDS REQUESTED

Case Name or Title			
Case Number		Date or Year	
Other Information			

LOCATION OF RECORDS

Accession or Lot No.	Box Number	Range(s)	Section(s)

REQUESTOR

Name		Title			
Agency		Division			
Street Address					
City		State		Zip Code	
Telephone Number					
e-Mail Address					

FOR RECORDS CENTER USE ONLY

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

Mailing Address:

Telephone Number: 410-799-1930

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

FAX Number: 410-799-8532