

REC-2 (04/05)	RECORDS CENTER REFERENCE REQUEST				RECORDS CENTER USE	
TO BE COMPLETED BY AGENCY						
1. ITEM REQUESTED (ONLY ONE)					PROCESSED BY	NOT IN CONTAINER <input type="checkbox"/>
<input type="checkbox"/> Check if requesting entire container					REMARKS <input type="checkbox"/> CHARGED OUT ON _____ TO _____ PRESS FIRMLY NO FELT-TIP PENS	
2. TRANSFER LIST NUMBER	3. AGENCY CONTAINER NUMBER					
4. AGENCY	5. SHELF CODE					
6. NAME (PRINT)	7. ADDRESS, TELEPHONE NUMBER, OR OTHER CONTACT INFO:					
<input type="checkbox"/> Check if will pick up						
NEW YORK STATE EDUCATION DEPARTMENT NEW YORK STATE ARCHIVES ● GOVERNMENT RECORDS SERVICES				TO: STATE RECORDS CENTER, BUILDING 21 STATE OFFICE BUILDING CAMPUS, ALBANY, N.Y. 12226		