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| NEW YORK STATE ARCHIVES | Records Request/Reserve Form |
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INSTRUCTIONS: Please fill out one form for each record series-accretion requested (e.g. bill jackets, letters patent, insurance company annual statements); the form should list all the particular boxes, volumes, or units needed from that series. Enter name of researcher requesting records (space 1), record series-accretion number (space 2), and record series short title (space 3). Information for spaces 2 and 3 is available in the online Finding Aids [<http://www.archives.nysed.gov>]. Consult with Archives staff to obtain container, file, case, item, or microfilm roll number (space 4) and contents (space 5).

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| 1. Requested by: [RESEARCHER NAME] | 2. Record series number: [e.g. 12345-97, J0001-82] | | |
| 3. Record series title: [from online Finding Aids] | | | |
| 4. Box, volume, item, or roll no.: [as appropriate] | 5. Contents of box, file, case, item or microfilm roll: [e.g. "correspondence A-B," "Map no. 100," "Field book 35," "Cases 25-75," "Klock Patent."] | Location: <i>[Archives staff use]</i> | Ready to Refile <i>[Researcher use]</i> |
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ARCHIVES STAFF USE ONLY:

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| Dates Used: | | | | | | |
| Archivist: | Email inquiry: | Phone inquiry: | Copy order: | Invoice: | OK to refile: | |
| No. records units (space 4): | | | X No. days used: | | TOTAL unit/day: | |
| Records restricted: [] No; [] Yes—partly [] or [] Yes—totally; if Yes—partly state condition of use: | | | | | | |
| Researcher last name: | | | Request date: | | Reserve dates: | |

Continuation sheet:

| 3. Series number from front: [e.g. 12345-97, J0001-82, L0105-92] | 4. Container, file, or item number.: [as appropriate] | 5. Contents of container, file, or item: [e.g. “correspondence A-B,” “Map no. 100,” “Field book 35,” “Cases 25-75,” “Klock Patent,” “Laws 1990, Chap. 1000,” “Smith v. Jones.”] | Location: <i>[Archives staff use]</i> | Ready to Refile [Researcher use] |
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