

REC-2 (3/22) RECORDS CENTER REFERENCE REQUEST		RECORDS CENTER USE
TO BE COMPLETED BY AGENCY		
BOX BARCODE NUMBER	ITEM	
AGENCY		
TRANSFER LIST NUMBER	Delivery Method	
	AGENCY PICKUP Call: Email:	IN HOUSE Reviewer:
REQUESTER (PRINT)	OGS DELIVERY: GIVE NAME AND ADDRESS,	
NEW YORK STATE EDUCATION DEPARTMENT ♦ NEW YORK STATE ARCHIVES STATE RECORDS CENTER, BLDG 21 STATE OFFICE BUILDING CAMPUS, ALBANY, NY 12226		

- GAIN
- DUPLICATE
- UTL
- CHECKED OUT
- RCSA
- DISPO _____