**Request for Archives**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requestor name** |  |  | **Date requested** |  |
| **Organisation/Agency** |  |  | **Phone**  |  |

|  |  |
| --- | --- |
| **Details of requested records** | **Office use only** |
| **Series id & Consignment id**eg NTRS 123/P0001 | **Unit id** (box no./ folder no.) | **Item Number**(Description 1)Eg file no, photo no, plan no, folder no | **Item Description**(Description 2)Eg file name, plan name, photo caption | **Access** | **Location** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Reading Room visit?  | Yes [ ]  No [ ]   | Date  | Registered researcher? | Yes [ ]  No [ ]   |

|  |  |  |
| --- | --- | --- |
| Records issued to NTG agency? (outside of Archives) | Yes [ ]  No [ ]  | Request number: |

|  |  |  |
| --- | --- | --- |
| **Government Agency records retrieval only** |  | Print your name and sign with initials |
| Date issued: |  |  Agency staff: |  |
|  |  |  LANT staff: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date returned:  |  |  Agency staff: |  |
|  |  |  LANT staff: |  |