**Request for Archives**

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

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| **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** |
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| Reading Room visit? | Yes  No | Date | Registered researcher? | Yes  No |

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

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

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