

These instructions are to be used for both records request forms. Please use the appropriate form for each of the Records Centers depending on where the records are stored.

No.	Section	Remarks	Example
1	Department	Enter your Department's name.	Fish and Game
2	Division	Enter the name of your Division.	Personnel and Labor Relations
3	Agency Name	Enter the name of your agency.	
4	Acct. No.	Enter your agencies account number with the respective Records Center.	
5	Requested By	Enter your name.	
6	Phone No.	Enter your telephone number.	
7	Date	Enter the date of your request.	
8	Pickup/Delivery Address	Enter the physical address where records will be delivered or picked up.	
9	Service Requested	Please check the box of the service that you are looking for. If other, please state what you are looking for.	
10	Items Requested	Enter the name(s) of the records series that you are wanting access to. This information can be found on the RTL used to transfer the records to the Records Center or on the relevant Records Retention Schedule.	Laboratory Results Reports.
11	Barcode No.	This is the box numbers given to you by the Records Centers. This information can be found on the RTL used to transfer the records to the Records Center.	K13476
12	Printed Name	Print your name.	
13	Signature	Sign your name.	