AAA Archives & Records Storage, 5432 Shaune Drive, Juneau, AK 99801. T: (907) 780-3671 F: (907) 780-3672

AAA ARCHIVES RECORDS REQUEST

1. Department	2. Division	3. Agency Name	4. Account Number

5. Requested By	6. Phone No.	7. Date

8. Pick-up/Delivery Address

SERVICE REQUESTED

- ☐ Temporary File Withdrawal
- ☐ Temporary Box Withdrawal
- ☐ Review at Records Center
- ☐ Permanent Withdrawal
- ☐ Deliver to Office (see section 8)
- ☐ Pick-up/Return boxes or files (see section 8)
- ☐ Other:

ITEMS REQUESTED	BARCODE NO.

Printed Name _____ **Signature** _____

RIMS-007-11-02