

These instructions are to be used for all three records reference request forms. Please use the appropriate form for each of the Records Centers or the Alaska State Archives depending on where the records are stored.

No.	Section	Remarks	Example
1	Requested By	Enter your name.	Joe Bloggs
2	Telephone	Enter your telephone number.	465-2270
3	Date	Enter the date.	
4	Acct. No.	Enter your agencies account number with the respective Records Center.	
5	Department	Enter your Department's name.	Fish and Game
6	Division/Section	Enter your Division/Section or Agency name.	Personnel and Labor Relations
7	Pickup/Delivery Address	Enter the physical address where records will be delivered or picked up.	
8	Service Requested	Please check the box of the service that you are looking for. If other, please state what you are looking for.	If wanting to permanently transfer boxes from a Records Center back to your office, check the "other" box and type – "Remove permanently" beside it.
9	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. If the records are stored in the State Archives, this information can be found on the transmittal form used to send the records to the State Archives	Laboratory Results Reports.
10	Barcode Location 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. If requesting records from the State Archives, enter "N/A".	K13476
11	Signature	Signed the form at the bottom.	