SRC-103 (Rev. 1/07)
Send entire form to:
Department of Archives and History
Division of Records Management
P.O. Box 571
Jackson, MS 39205
Phone (601) 576-6810 / Fax (601) 576-6899

Request for SRC Service

SRC CONTROL

1. Agency Name	3. Agency Contact
2. Agency Location	4. Telephone Number
FOR SRC USE ONLY	5. Date Completed
Completed by Date/Time Completed Notes:	6. Remarks

7. TYPE OF SERVICE REQUESTED

Records Delivered	Records Returned	Cartons Delivered	Film/Tapes Delivered	Film/Tapes Picked Up
☐	☐	☐	☐	☐

8. REFERENCE REQUEST

☐ a. Temporary Loan ☐ b. Copy of Records ☐ c. Information from Records ☐ d. Permanent Withdrawal

a. Item No.	b. Description	c. Accession No.	d. SRC Box No.	e. Agency Box No.

9. Receipt for records service Signature	Date