

STATE OF CALIFORNIA

STATE RECORDS CENTER REFERENCE REQUEST

STD. 76 (REV. 11/2006)

DISTRIBUTION: ¹ } STATE RECORDS CENTER
² }
³ }
⁴ - AGENCY

AGENCY – RETAIN ONE COPY UNTIL RECORD(S) RECEIVED

DEPARTMENT		UNIT	SRC STORAGE INFO	SRC STORAGE NUMBER		
ADDRESS AND ROOM NUMBER				LIST NUMBER	BOX NUMBER	
CITY	ZIP CODE			BOX	SHELF	DRAWER
REQUESTED BY			PHONE	DATE		
INTERNET ADDRESS			RECORD TITLE OR FILE NUMBER			
COMMENTS TO SRC FROM SRC						
FOR SRC USE ONLY NOT IN FILE WRONG LOCATION			CHECK HERE FOR ENTIRE BOX			
OUT TO					INITIALS	

DO NOT REMOVE THIS TAG

PRINT

CLEAR

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DISTRIBUTION: 1 } STATE RECORDS CENTER
2 }
3 }
4 - AGENCY

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DEPARTMENT CSU Sacramento		UNIT Reprographics	SRC STORAGE INFO	SRC STORAGE NUMBER 0XXXXXX	
ADDRESS AND ROOM NUMBER 6000 J Street, Alpine Hall, Room XXX				LIST NUMBER XXX	BOX NUMBER X
CITY Sacramento CA	ZIP CODE 95819-XXXX			<input checked="" type="checkbox"/> BOX <input type="checkbox"/> SHELF <input type="checkbox"/> DRAWER	
REQUESTED BY Jane Doe		PHONE 916-278-XXXX		DATE X/XX/2XXX	
INTERNET ADDRESS www.csus.edu			RECORD TITLE OR FILE NUMBER		
COMMENTS <input type="checkbox"/> TO SRC <input checked="" type="checkbox"/> FROM SRC RUSH - subpoena			Personnel Files from H-J		
FOR SRC USE ONLY <input type="checkbox"/> NOT IN FILE <input type="checkbox"/> WRONG LOCATION					
OUT TO				<input checked="" type="checkbox"/> CHECK HERE FOR ENTIRE BOX INITIALS	

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