

**RECORDS REQUEST**  
(Revised 12/13)

**1620**

An agency may withdraw their own records from the SRC at any time. If you want to view a record that has been placed in storage by a different agency, you must first get the other agency's permission.

To check out a stored record, fill out a SRC Reference Request STD. FORM 76, and send it to the SRC. To make an emergency request, call the SRC.

When you no longer need the record, return it to the SRC with one copy of the STD. 76 still attached to the record.