

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		<input type="checkbox"/> BOX	<input type="checkbox"/> SHELF	<input type="checkbox"/> DRAWER
REQUESTED BY			PHONE		DATE	
INTERNET ADDRESS			RECORD TITLE OR FILE NUMBER			
COMMENTS <input type="checkbox"/> TO SRC <input type="checkbox"/> FROM SRC						
FOR SRC USE ONLY <input type="checkbox"/> NOT IN FILE <input type="checkbox"/> WRONG LOCATION			<input type="checkbox"/> CHECK HERE FOR ENTIRE BOX			
OUT TO				INITIALS		

DO NOT REMOVE THIS TAG