

REQUEST FOR RECORDS

For use of this form, see AR 25-400-2; the proponent agency is AASA.

PLEASE READ THE FOLLOWING BEFORE COMPLETING THIS FORM

- These records will be used for official purposes only.
- Do not remove, permit to be removed, add to, or reveal the contents to unauthorized persons.
- The requester is responsible for return of these records intact to the office of record.

SECTION I - TO BE COMPLETED BY THE REQUESTER

1. RECORD(S) REQUESTED *(Give file classification, subject, date, and other identifying information. If records of personnel are requested, give name (LAST NAME FIRST), grade, type of file requested, and purpose for which records are to be used.)*

2. REQUESTER'S ADDRESS

3. ESTIMATED NO. OF DAYS RECORDS ARE NEEDED

4. TELEPHONE NO.

5. DATE

6. NAME AND SIGNATURE OF REQUESTER

SECTION II - TO BE COMPLETED BY THE RECORDS CUSTODIAN

7. SEARCHER'S REPORT

a. RECORDS ATTACHED FOR DELIVERY TO ADDRESS IN ITEM 2.

b. RECORDS CURRENTLY ON LOAN *(Complete block 7d.)*

c. UNABLE TO IDENTIFY RECORDS

d. NAME, ADDRESS, TELEPHONE NO., AND DATE LOANED

8. DATE RECORDS MUST RETURNED

9. ADDRESS OF CUSTODIAN

10. TELEPHONE NO.

11. DATE

12. NAME AND SIGNATURE OF CUSTODIAN

SECTION III - TO BE COMPLETED BY THE OFFICE OF RECORD

13. DATE RETURNED

14. SIGNATURE OR INITIALS OF INDIVIDUAL TO WHOM RECORDS WERE RETURNED