

New Jersey Records Storage Center

P.O. Box 307 Trenton, New Jersey 08625

Phone (609) 530-3221 Fax (609) 530-3220

Instructions for Preparing:

NJ Records Storage Center Records Request Order

Items 1, 2, & 3	Requesting Agency Information	Enter name of department, division, bureau, or office.
Items 4, 5, & 6	Contact Information	Enter name, title, and phone number of person making the request.
Item 7	Location	Enter address to which the requested records are to be delivered, if applicable.
Items 8 & 9	E-mail Address & Fax Number	Enter E-mail address and fax number.
Item 10	Service Type	Check mark the appropriate service type. <i>If your request has more than one service type, please use a separate request form for each additional service type.</i>
Item 11	Delivery Type	Check mark the appropriate delivery type.
Item 12	Request Number	Each record request should be assigned a number in sequence (98/1, 98/2, etc.) by the agency to aid in identifying the order.
Item 13	RSC Authorization Number	Enter the 6 digit authorization number assigned to the agency by the Supervisor of the Records Storage Center. <i>This number should be maintained confidential.</i>
Item 14	Date of Request	Date the request order form is submitted.
Item 15	Agency Signature	Signature of authorized agency representative making the request.
Item 16	Description of Box or File	Enter box number, file name or file number, etc. Use a new line for every separate box or file requested.
Item 17	RSC Location Number	Enter the records storage location number as it appears on the Records Transfer Request form.
Items 18 - 22		Leave Blank For Records Storage Center use only.

After completing **items 1 through 17**, fax or send the *NJ Records Storage Center Records Request Order* to the New Jersey Records Storage Center. Upon receipt, the request will be processed and **items 18 through 22** will be entered on the form and a copy will be faxed to the requesting agency.

Note: If Records Storage Center staff return the request with a problem noted in **item 19**, the agency is asked to resubmit another request order with new or additional information which will aid in locating the requested box or file. Questions concerning the form or its instructions should be directed to the Supervisor of Records Storage at (609) 530-3221