ARCHIVES READING ROOM
Request for Records Form

Record Series Title: ________________________________________________

Years Covered: ________________________________________________

SDS No./ Bundle No.: ________________________________________________

Subject of Research: ________________________________________________

Requested by: ________________________________________________

Signature over printed name

Date: ________________________________________________

REMINDERS
1. Only one (1) bundle at a time or a total of four (4) bundles for one day will be served to researchers, which is equivalent to two (2) linear feet of records.
2. Reservation for bundles should be made at least one day before to facilitate service.
3. Bundles of records requested by researchers but left unattended for two (2) consecutive days in the Reading Room, shall be returned to the depository.

For the use of National Archives of the Philippines Personnel only

Retrieved by: ________________________________________________

Bundles received by: ________________________________________________

Researcher's Name and Signature

Post research checking of bundles by: ________________________________________________

Refilled by: ________________________________________________

Date refilled: ________________________________________________