



NATIONAL ARCHIVES OF THE PHILIPPINES  
Pambansang Sinupan ng Pilipinas

Reading Room  
Form # 2

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: \_\_\_\_\_

Refiled by: \_\_\_\_\_

Date refiled: \_\_\_\_\_