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These are Series of Help Texts.
The fields marked with * are required fields.
Please do not use **Browser Back Button**.
Please review the Reference Request prior to submission.
Check **Application Help** section for more information.

Reference Request
Save and Finish Later Cancel

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to submit the request.

The fields from the copied request are transferred to the new request except:
A new Reference Request # is generated
The Container # is blank
The Status is Reference Initiated
The Submitted Date is blank

Request Details
*Reference Request #: ARR1-77816955
*Record Group: 015
Agency: Department of Veterans Affairs
*Last Name: Greenlee
First Name: Don
Charge Account: 09899999
*Nature of Service: Temporary Loan of R
*Service Level: Standard

Reference Details
Request Category: Transfer
Records Transfer #: PT-015-2008-000817
Container #:
Case/File Information: Claim folder AB 2008
Whole Container:
Of Units: 1
Security Classification: Standard
Security Classification: Standard

Shipment Details
*Recipient Name: DON GREENLEE
*Address Line 1: Don Lane
Address Line 2:
City: St.Louis
State: MO
Zip Code: 63108
Fax#:
*Status: Reference Initiated
Submitted Date:
*Shipping Method: USPS
Shipping Account #:
*Records Center: FRC - Philadelphia

Continue to Review and Submit

To complete this request, enter the new container number and edit the Case/File Information.

Back Continue