



# REQUEST FOR NEW BOXES AND LIDS

State Form 53485 (R3 / 6-15)

**INDIANA ARCHIVES AND RECORDS ADMINISTRATION**  
**INDIANA STATE RECORDS CENTER**  
 6400 East 30th Street  
 Indianapolis, Indiana 46219  
 Telephone: (317) 591-5326  
 Fax: (317) 591-5328  
 E-mail: recordscenter@iara.in.gov

- INSTRUCTIONS:**
1. Use this request to order new Records Boxes and Lids (State Form 46634).
  2. The Records Center will deliver box orders only within Marion county.
  3. Retain a copy of this form for your records.

Name of requestor				Telephone number (       )		Date ordered (month, day, year)		
Name of agency / division						Project number		
Activity number	Source number	Category number	Sub-Category number	Locality number	Business unit *	Fund *	Department *	Program number *
Quantity requested		Deliver to:						
Comments								
Authorized signature						Date (month, day, year)		

Order filled by:		Date filled (month, day, year)	Date delivered (month, day, year)
Signature of agency representative		Date (month, day, year)	

\* Required field for Billing Purposes

**DISTRIBUTION:** (1) Records Center Office; (2) Skid / Agency; (3) Records Center with agency signature