



REQUEST FOR USED BOXES AND LIDS

State Form 54744 (R / 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 used 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