RECORDS CENTER REFERENCE REQUEST

Form RC-200 (Revised 10/2009)

STATE OF CONNECTICUT
Connecticut State Library
Office of the Public Records Administrator
State Records Center
www.cslib.org/publicrecords

198 West Street
Rocky Hill, CT 06067
Phone: (860) 721-2041
Fax: (860) 721-2055
E-mail: recordsctr@cslib.org

INSTRUCTIONS:

1. This form can be completed electronically and submitted to the Records Center via e-mail or for even faster service, the request may be placed by fax or phone.
2. Do not write in any gray-shaded area.

AGENCY AND DIVISION/UNIT:	DATE REQUESTED:	PERSON REQUESTING:	PHONE:

REASON NOT FILLED	SENT	FILE NAME AND NUMBER	RECORDS CENTER LOCATION	FILE OR BOX?	MAIL OR PICKUP?	DATE RETURNED