

MAINE STATE ARCHIVES – APPLICATION FOR RECORDS CENTER USE CARDS

84 State House Station, Augusta, ME 04333-0084 Tel. 207-287-5790 (for card applications – Reference Requests number is 207-5792) Fax 207-287-6035

Department:		Bureau and Division:		
Records Officer:*	Mailing Address:		Phone:	Date:
Personnel Authorized to Reference Agency Records				
Name**	Work Unit (Bureau/Division)	Mailing Address (including physical location)	Telephone Fax	Restrictions on access
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*Records Officer must be appointed by Commissioner or equivalent Agency Head.

**Please do not request a card for an employee against the immediate supervisor's wishes. Verifying the supervisor's approval is the requesting Records Officer's responsibility, not that of Records Management.