OFFICE OF THE SECRETARY OF STATE

JEANNE P. ATKINS
SECRETARY OF STATE

ROBERT TAYLOR
DEPUTY SECRETARY OF STATE

ARCHIVES DIVISION
MARY BETH HERKERT
DIRECTOR

800 Summer Street NE
Salem, Oregon 97310
(503) 373-0701
Facsimile (503) 378-4118

Security Depository

Film Loan Form

Please send or FAX completed form to:

Loren Wuest – loren.d.wuest@state.or.us
Oregon State Archives
800 Summer St. NE
Salem, OR 97310
FAX #: 503-378-4118

Accession Number: _____

Agency Name: _____

Series Title: _____

Inclusive Dates: _____

Reel/Box Numbers: _____

Person Requesting: _____

Delivery Address: _____

_____

Phone Number: _____

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Agency Requests for Return of Film

Use the following guidelines to request the return of film from the State Archives.

1. Request may be received by online form, fax, email or regular mail. Regardless of the method you choose, please only do one of the following.

   Online form : http://sos.oregon.gov/archives/Pages/return-film.aspx
   Fax : 503-373-4118
   Email : loren.d.wuest@state.or.us
   Mail : Oregon State Archives, 800 Summer St. NE, Salem, OR 97310

2. Use State Archives request fax form or agency form if it includes the required information.

3. The request should include the following information:

   Agency Name
   Name of authorized person requesting film
   Accession number
   Series Title
   Reel number (if applicable) or document number being requested
   Inclusive dates. (if applicable)
   Delivery address and phone number

Please feel free to call me at 503-378-5250 if you have any questions.