

OFFICE OF THE SECRETARY OF STATE

KATE BROWN  
SECRETARY OF STATE

BARRY PACK  
DEPUTY SECRETARY OF STATE



ARCHIVES DIVISION  
MARY BETH HERKERT  
DIRECTOR  
800 Summer Street NE  
Salem, Oregon 97310  
(503) 373-0701  
Facsimile (503) 378-4118

## **Agency Requests for Return of Film**

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

1. Request must be faxed, mailed or e-mailed to the Archives.  
(Fax # 503-378-4118) (e-mail [loren.d.wuest@state.or.us](mailto:loren.d.wuest@state.or.us))
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.

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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:** \_\_\_\_\_