

## REQUEST FOR RECORDS

**To: Metro Records Management**  
**Metro Southeast Complex**  
**1417 Murfreesboro Pike**  
**Phone: 862-5885**  
**Fax: 862-5886**

**From:** \_\_\_\_\_  
 (Name/Department)  
**Phone:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_

Barcode	Location	Description of Record
<b>Fax ( ) Metro Mail ( ) Pick Up ( )</b> <b>Will be returned ( ) Will not to be returned ( )</b>		

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