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Archives and Records Centers Information System (ARCIS)

Submitting a Reference Request

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This module demonstrates the process of using the Archives and Records Centers Information System (ARCIS) to submit a request for records to a Federal Records Center.

Use the Back and Continue buttons near the bottom of the screen to navigate this presentation.

[Back](#)[Continue](#)

Duration: 10 minutes

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Continuous improvement efforts may result in minor differences between items shown in this module and the actual production system.

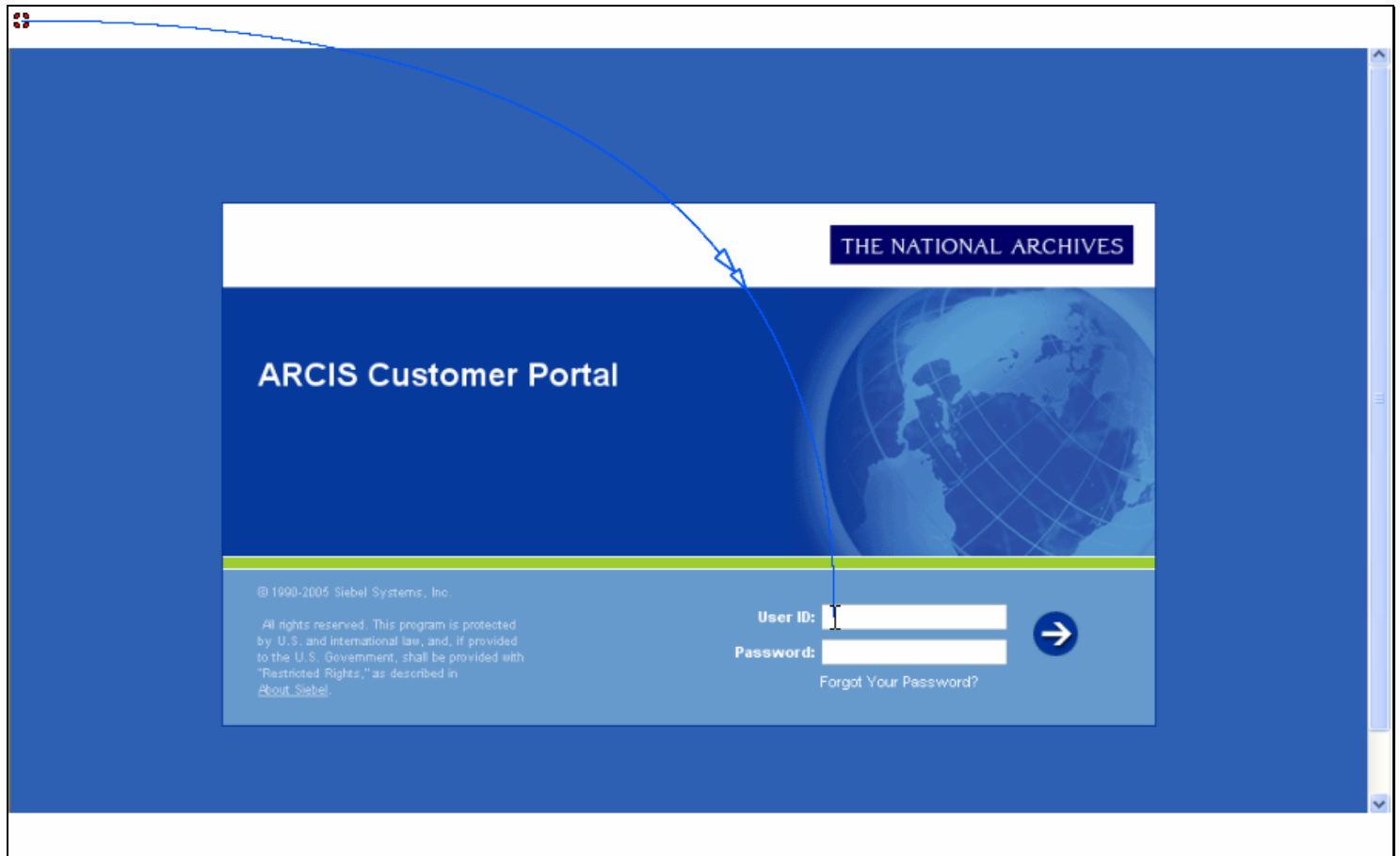
However, the differences will be minor and should not affect the value of this module in demonstrating how to use ARCIS.



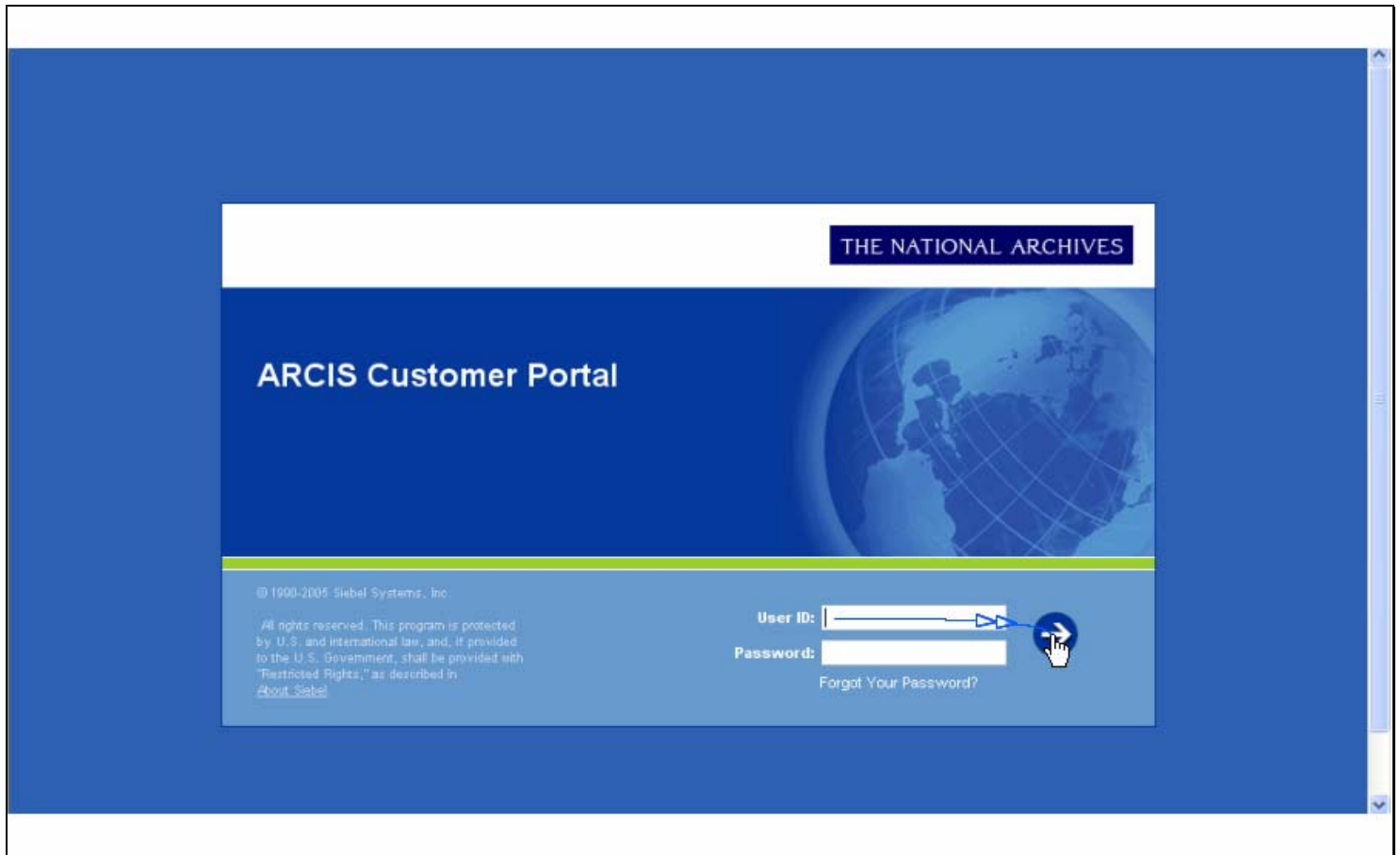
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[Home](#) [Records Transfers](#) [Dispositions](#) [Reference Requests](#) [Interfiles](#) [Refiles](#) [Application Help](#)

 **Welcome Don Greenlee!** from Department of Veterans Affairs.
Today is Thursday, September 04, 2008! Please verify that your [Profile](#) is current.

ARCIS Online

My Transactions

- My Records Transfers
- My Dispositions
- My Reference Requests
- My Interfiles
- My Refiles

Record Center Locations by State/Territory

- California
- Colorado
- Massachusetts
- Missouri
- Ohio
- Pennsylvania
- Texas
- Washington (State)

User Alerts

 **News National Archives**

[Top FAQs](#)

Agency Transactions

- My Agency Records Transfers
- My Agency Dispositions
- My Agency Reference Requests
- My Agency Interfiles
- My Agency Refiles

After you login, you will first be directed to the ARCIS Home screen.

[Archives.gov Home](#) [Contact Us](#) [Privacy Policy](#) [Accessibility](#) [Freedom of Information Act](#)

The U.S. National Archives and Records Administration
8601 Adelphi Road, College Park, MD 20740-6001
Telephone: 1-866-NARA-NARA or 1-866-272-6272

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Internet

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The screenshot shows the National Archives website interface. At the top, a dark blue header contains the text "THE NATIONAL ARCHIVES" on the left and "Archives.gov Home" on the right. Below this, a navigation bar includes links for "Application Administration", "Personal Profile", and "Log Out". A secondary navigation bar features tabs for "Home", "Records Transfers", "Dispositions", "Reference Requests", "Interfiles", "Refiles", and "Application Help". The "Reference Requests" tab is highlighted, and a yellow callout box with a hand cursor points to it, containing the text: "To begin entering a reference request, click the **Reference Requests** tab."

Below the navigation bar, the main content area is divided into three columns. The left column, titled "My Transactions", lists links for "My Records Transfers", "My Dispositions", "My Reference Requests", "My Interfiles", and "My Refiles". Below this is a section titled "Agency Transactions" with links for "My Agency Records Transfers", "My Agency Dispositions", "My Agency Reference Requests", "My Agency Interfiles", and "My Agency Refiles". The middle column, titled "Record Center Locations by State/Territory", lists various states and territories: California, Colorado, District of Columbia, Georgia, Illinois, Maryland, Massachusetts, Missouri, Ohio, Pennsylvania, Texas, and Washington (State). The right column contains a "User Alerts" section with a clock icon and the text "News National Archives", and a "Top FAQs" section.

At the bottom of the page, a dark blue footer bar contains links for "Archives.gov Home", "Contact Us", "Privacy Policy", "Accessibility", and "Freedom of Information Act". Below this, the text reads: "The U.S. National Archives and Records Administration", "8601 Adelphi Road, College Park, MD 20740-6001", and "Telephone: 1-866-NARA-NARA or 1-866-272-6272". On the right side of the footer, there are two buttons: "Back" and "Continue".

The browser window at the bottom shows the address bar with "Internet" and a search bar.

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions **Reference Requests** Interfiles Refiles Application Help

My Reference Requests

**Reference Request - In Progress**
Provides the ability to initiate and manage new Reference Requests that were created by you while having a status of "Reference Initiated" and "Reference Received".

**Reference Request - Processed**
Provides the ability to view a list and monitor Reference Requests that were created by you while having a status other than "Reference Initiated" and "Reference Received".

- Select **"New Reference"** to initiate a new Reference Request.
- Select **"Query"** to query for a specific Reference Request. Please note that queries are **Case Sensitive**.
- Select **"Copy Reference Request"** to initiate a new Reference Request from a previously submitted Reference Request. Before selecting this option, you may want to query for a specific Reference Request. This option copies certain data elements from the selected Reference Request to the newly initiated Reference Request.

Reference Requests - In Progress

1 - 5 of 5+ ▶

Reference Request	Request	Charge Account	Recipient Name	Status	Records Center	Submitted Date	Copy Reference Request	
>		09899999	Don Greenlee	Reference Received	FRC - Philadelphia	8/29/2008		
>		09899999	Don Greenlee	Reference Received	FRC - Philadelphia	8/29/2008		
>	ARR1-77484709	Transfer	09899999	Don Greenlee	Reference Received	FRC - Philadelphia	8/28/2008	
>	ARR1-77484704	Transfer	09899999	Don Greenlee	Reference Received	FRC - Philadelphia	8/28/2008	
>	ARR1-77281000	Transfer	09899999	Don Greenlee	Reference Received	FRC - Philadelphia	8/28/2008	

Click the **New Reference** button.

Back **Continue**

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Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

Reference Request

[Save and Finish Later](#) [Cancel](#) [Continue to Review and Submit](#)

Click on "Save and Finish" to continue.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit the request.

Most fields on the request data entry screen are pre-populated to a default value or with values from the employee's ARCIS user profile, but can be updated as needed.

Items with a red asterisk are required to save the record.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77804801	Request Category: 	*Recipient Name: DON GREENLEE	*Status: Reference Initiated
*Record Group: 015		*Address Line 1: Don Lane	Submitted Date:
Agency: Department of Veterans Affairs		Address Line 2:	*Shipping Method: USPS
*Last Name: GREENLEE		City: St. Louis	Shipping Account #:
First Name: DON		State: MO	*Records Center: FRC - Philadelphia
Charge Account: 09899999		Zip Code: 603022	
*Nature of Service: Temporary Loan of R		Country: USA	
*Service Level: Standard		Phone#:	
		Fax#:	

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Reference Request

[Save and Finish Later](#) [Cancel](#) [Continue to Review and Submit](#)

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to continue.

The reference **Reference Request #** will automatically generate.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77804801 *Record Group: 015 Agency: Department of Veterans Affairs *Last Name: GREENLEE First Name: DON Charge Account: 09899999 *Nature of Service: Temporary Loan of Records *Service Level: Standard	Request Category: [v]	*Recipient Name: DON GREENLEE *Address Line 1: Don Lane 603022 Country: USA Phone#: [v] Fax#: [v]	*Status: Reference Initiated Submitted Date: [v] *Shipping Method: USPS Shipping Account #: [v] *Records Center: FRC - Philadelphia

The **Record Group** will default to the primary record group established in the users system account profile. A different record group may be selected using the pick-list button to the right of this field provided the user is authorized through his/her individual user profile.

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Home Records Transfers Dispositions **Reference Requests** Interfiles Refiles Application Help

Reference Request

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request ARR1-77804801 *Record Group: 015 Agency: Department of Veterans Affairs *Last Name: GREENLEE First Name: DON Charge Account: 09899999 *Nature of Service: Temporary Loan of R *Service Level: Standard	*Last Name: Don Lane Address Line 2: City: St.Louis State: MO Zip Code: 603022 Country: USA Phone#: Fax#:	*Status: Reference Initiated Submitted Date: *Shipping Method: USPS Shipping Account #: *Records Center: FRC - Philadelphia	

Done Internet

The **Agency**, **Last Name**, and **First Name** fields are read-only and are linked to data established in the employee's user profile.

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Reference Request

[Save and Finish Later](#) [Cancel](#) [Continue to Review and Submit](#)

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77804801 *Record Group: 015 Agency: Department of Veterans Affairs *Last Name: GREENLEE First Name: DON Charge Account: 09899999 *Nature of Service: Temporary Loan of Records *Service Level: Standard	Request Category: [v]	*Recipient Name: DON GREENLEE *Address Line 1: Don Greenlee State: MO Zip Code: 603022 Country: [v]	*Status: Reference Initiated Submitted Date: [v] *Shipping Method: USPS Shipping Account #: [v] *Records Center: FRC - Philadelphia

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Internet

The **Charge Account** is also established in the employee's user profile. The entry here will default to the users primary charge account, and most users will just have one charge account.

However, some agency employees may need to submit various requests using different charge accounts. If also established in the user profile, he/she may select a different charge account by clicking the pick-list button.

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Reference Request

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to re

Request Details

*Reference Request #:
ARR1-77804801

*Record Group:
015

Agency:
Department of Veterans Affairs

*Last Name:
GREENLEE

First Name:
DON

Charge Account:
09899999

*Nature of Service:
Temporary Loan of R

*Service Level:
Standard

Refer
Reque

Status Details

*Status:
Reference Initiated

Submitted Date:

*Shipping Method:
USPS

Shipping Account #:

*Records Center:
FRC - Philadelphia

Don Lane

Address Line 2:

City:
St.Louis

State:
MO

Zip Code:
603022

Country:
USA

Phone#:

Fax#:

javascript:SWESubmitForm(document.SWEForm3_0,s_6,"s_3_1_22_0","1-1ABMKH") Internet

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Reference Request

[Save and Finish Later](#) [Cancel](#) [Continue to Review and Submit](#)

Click on "Save and Finish" to continue later.
Click on "Cancel" to
Click on "Continue to Review and Submit" to

Request Details

- *Reference Request: ARR1-77804801
- *Record Group: 015
- Agency: Department of Veterans Affairs
- *Last Name: GREENLEE
- First Name: DON
- Charge Account: 09899999
- *Nature of Service: Temporary Loan of R
- *Service Level: Standard

Charge Account Search

Query Find Charge Account Starting with Go 1 - 1 of 1

Charge Account	Charge Code	Charge Code Description
09899999	99	VA Distribution Account

OK Cancel

Details

Initiated Date:

Shipping Method: USPS

Shipping Account #:

*Records Center: FRC - Philadelphia

Address Line 2:

City: St. Louis

State: MO

Zip Code: 603022

Country: USA

Phone#:

Fax#:

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Done Internet

If multiple charge accounts are available, simply select the one you will use for this request and

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Reference Request

[Save and Finish Later](#) [Cancel](#) [Continue to Review and Submit](#)

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77804801 *Record Group: 015 Agency: Department of Veterans Affairs *Last Name: GREENLEE First Name: DON Charge Account: 09899999 *Nature of Service: Temporary Loan of R *Service Level: Standard	Request Category: [v]	*Recipient Name: DON GREENLEE *Address Line 1: Don Lane Address Line 2: Exp. Date: 603022 Country: USA Phone#: Fax#:	*Status: Reference Initiated Submitted Date: *Shipping Method: USPS Shipping Account #: *Records Center: FRC - Philadelphia

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The **Nature of Service** field will default to "Temporary Loan of record." However, additional options are available for selection through the drop-down list.

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Reference Request

Save and Finish LaterCancelContinue to Review and Submit

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77804801 *Record Group: 015 Agency: Department of Veterans Affairs *Last Name: GREENLEE First Name: DON Charge Account: 09899999 *Nature of Service: Temporary Loan of R Copy Of Records Smart Scan Permanent Withdrawal Temporary Loan of Reco Review/Apt Other	Request Category:	*Recipient Name: DON GREENLEE *Address Line 1: Don Lane Address Line 2: City: St.Louis State: MO Zip Code: 603022 Country: USA Phone#: Fax#:	*Status: Reference Initiated Submitted Date: *Shipping Method: USPS Shipping Account #: *Records Center: FRC - Philadelphia

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Reference Request

[Save and Finish Later](#) [Cancel](#) [Continue to Review and Submit](#)

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77804801	Request Category: 	*Recipient Name: DON GREENLEE	*Status: Reference Initiated
*Record Group: 015		*Address Line 1: Don Lane	Submitted Date:
Agency: Department of Veterans Affairs		Address Line 2:	*Shipping Method: USPS
*Last Name: GREENLEE		City: St.Louis	Shipping Account #:
First Name: DON		State: MO	*Records Center: FRC - Philadelphia
Charge Account: 09899999		Zip Code: 603022	
*Nature of Service: Temporary Loan of R		Country: USA	
*Service Level: Standard		Phone#: 	
		Fax#: 	
			Back Continue

The **Service Level** defaults to "Standard", but "Emergency" is also available for selection from the drop-down list.

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Reference Request

Save and Finish LaterCancelContinue to Review and Submit

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77804801 *Record Group: 015 Agency: Department of Veterans Affairs *Last Name: GREENLEE First Name: DON Charge Account: 09899999 *Nature of Service: Temporary Loan of R *Service Level: Standard Standard Emergency	Request Category: 	*Recipient Name: DON GREENLEE *Address Line 1: Don Lane Address Line 2: City: St.Louis State: MO Zip Code: 603022 Country: USA Phone#: Fax#: 	*Status: Reference Initiated Submitted Date: *Shipping Method: USPS Shipping Account #: *Records Center: FRC - Philadelphia

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Reference Request

[Save and Finish Later](#) [Cancel](#) [Continue to Review and Submit](#)

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit.

Next, select the **Request Category** from the drop-down list.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77804801 *Record Group: 015 Agency: Department of Veterans Affairs *Last Name: GREENLEE First Name: DON Charge Account: 09899999 *Nature of Service: Temporary Loan of R *Service Level: Standard	Request Category: 	*Recipient Name: DON GREENLEE *Address Line 1: Don Lane Address Line 2: City: St.Louis State: MO Zip Code: 603022 Country: USA Phone#: Fax#: 	*Status: Reference Initiated Submitted Date: *Shipping Method: USPS Shipping Account #: *Records Center: FRC - Philadelphia

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Reference Request

[Save and Finish Later](#) [Cancel](#) [Continue to Review and Submit](#)

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review.

The selections available through this drop-down are limited by the category of request the employee is authorized to submit. The categories are established through the individual's user profile during ARCIS account setup.

Selection of a Request Category will add data entry fields appropriate for that category.
I will demonstrate by selecting the category for a transfer-based or general reference request.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77804801 *Record Group: 015 Agency: Department of Veterans Affairs *Last Name: GREENLEE First Name: DON Charge Account: 09899999 *Nature of Service: Temporary Loan of R *Service Level: Standard	Request Category: - IRS Tax Return - Post Entitlement - T-Checks - Transfer - USPS Money Order - VAXC - X-Ray	*Recipient Name: DON GREENLEE State: MO Zip Code: 603022 Country: USA Phone#: Fax#: 	*Status: Reference Initiated FRC - Philadelphia Back Continue

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Reference Request

Save and Finish LaterCancelContinue to Review and Submit

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77804801 *Record Group: 015 Agency: Department of Veterans Affairs *Last Name: GREENLEE First Name: DON Charge Account: 09899999 *Nature of Service: Temporary Loan of R *Service Level: Standard	Request Category: Transfer	*Recipient Name: DON GREENLEE *Address Line 1: Don Lane Address Line 2: City: St.Louis State: MO Zip Code: 603022 Country: USA Phone#: Fax#:	*Status: Reference Initiated Submitted Date: *Shipping Method: USPS Shipping Account #: *Records Center: FRC - Philadelphia

Opening page http://greatest.archives.gov/arciscustqa/start.swe...Internet

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Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details

*Reference Request #:

ARR1-77804801

*Record Group:

015

Agency:

Department of Veterans Affairs

*Last Name:

GREENLEE

First Name:

DON

Charge Account:

09899999

*Nature of Service:

Temporary Loan of R

*Service Level:

Standard

Reference Details

Request Category:

Transfer

Records Transfer #:

Container #:

Case/File Information:

Whole Container:

☐

Of Units:

1

Security Classification Type:

Security Classification:

Shipment Details

*Recipient Name:

DON GREENLEE

*Address Line 1:

Don Lane

Address Line 2:

City:

St Louis

State:

MO

Zip Code:

603022

Country:

USA

Phone#:

Fax#:

Status Details

*Status:

Reference Initiated

Submitted Date:

*Shipping Method:

USPS

Shipping Account #:

*Records Center:

FRC - Philadelphia

Comments:

Internet

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Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details

*Reference Request #:

ARR1-77804801

*Record Group:

015

Agency:

Department of Veterans Affairs

*Last Name:

GREENLEE

First Name:

DON

Charge Account:

09899999

*Nature of Service:

Temporary Loan of R

*Service Level:

Standard

Reference Details

Request Category:

Transfer

Records Transfer #:

Container #:

Case/File Information:

Whole Container:

☐

Of Units:

1

Security Classification Type:

Security Classification:

Shipment Details

*Recipient Name:

DON GREENLEE

*Address Line 1:

Don Lane

Address Line 2:

City:

St Louis

State:

MO

Zip Code:

603022

Country:

USA

Phone#:

Fax#:

Status Details

*Status:

Reference Initiated

Submitted Date:

*Shipping Method:

USPS

Shipping Account #:

*Records Center:

FRC - Philadelphia

Comments:

Internet

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Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77804801	Request Category: Transfer	*Recipient Name: DON GREENLEE	*Status: Reference Initiated
*Record Group: 015	Records Transfer #: 	*Address Line 1: Don Lane	Submitted Date:
Agency: Department of Veterans Affairs	Container #: 	Address Line 2: 	*Shipping Method: USPS
*Last Name: GREENLEE	Case/File Information: 	Zip Code: 603022	Shipping Account #:
First Name: DON	Whole Container: ☐	Country: USA	*Records Center: FRC - Philadelphia
Charge Account: 09899999	# Of Units: 1	Phone#: 	
*Nature of Service: Temporary Loan of R	Security Classification Type: 	Fax#: 	
*Service Level: Standard	Security Classification: 		

Comments:

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Click the pick-list button to select the **Records Transfer #** for this request.

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Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77804801	Request Category: Transfer	*Recipient Name: 	*Status: Reference Initiated
*Record Group: 015	Records 		Submitted Date:
Agency: Department of Veterans Affairs	Container: 		*Shipping Method: USPS
*Last Name: GREENLEE	Case/File 		Shipping Account #:
First Name: DON	Whole C ☐	Zip Code: 603022	*Records Center: FRC - Philadelphia
Charge Account: 09899999	# Of Units: 1	Country: USA	
*Nature of Service: Temporary Loan of R	Security Classification Type: 	Phone#: 	
*Service Level: Standard	Security Classification: 	Fax#: 	
Comments: 			

javascript:SWESubmitForm(document.SWEForm5_0,s_6,"s_5_1_41_0","1-1ABMKH")

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http://gpeatest.archives.gov - Pick Records Transfers - Microsoft Internet Explorer

Query Cancel Find Transfer # starting with Go 1 - 10 of 12+

Transfer #	Transfer Status	Customer Reference Number	Security Classification Type	Security Classification
> PT-015-2008-005748	QC - Sample Completed		Standard	
> PT-015-2008-000853	Partially Received		Classified	Top Secret
> PT-015-2008-000817	Shelved		Standard	
> PT-015-2008-000788	Shelving In Progress		Standard	
> PT-015-2008-000723	Received			
> PT-015-2008-000691	Shelved			
> PT-015-2008-000680	Shelving In Progress			
> PT-015-2008-000553	Shelved			
> TR-015-2008-000422	Shelved			
> TR-015-2008-000418	Shelved			

Request Data
*Reference R
ARR1-7780480
*Record Group
015
Agency:
Department of V
*Last Name:
GREENLEE
First Name:
DON
Charge Account
09899999
*Nature of Se
Temporary L
*Service Level
Standard

Comments:

Back Continue

javascript:SWESubmitForm(document.SWEForm6_0,s_13)

javascript:SWESubmitForm(document.SWEForm5_0,s_6,"s_5_1_41_0","1-1ABMKH") Internet

The records transfer pick-list is limited to transfers from your agency.

To select, highlight the record and click the OK button.

OR

You can query or use the "Find" function to narrow down the list.

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Application Administration Personal Profile Log Out

Home Records

Request Details

- *Reference RARR1-7780480
- *Record Group015
- Agency: Department of V
- *Last Name: GREENLEE
- *First Name: DON
- Charge Account: 09899999
- *Nature of Service: Temporary L
- *Service Level: Standard

Comments:

http://gpeatest.archives.gov - Pick Records Transfers - Microsoft Internet Explorer

Query Cancel Find Transfer # starting with Go 1 - 10 of 12+

To query for a particular transfer, select the Query button

Transfer #	Transfer Status	Customer Reference Number	Security Classification Type	Security Classification
PT-015-2008-000817	Shelved		Standard	
PT-015-2008-000788	Shelving In Progress		Standard	
PT-015-2008-000723	Received		Standard	Top Secret
PT-015-2008-000691	Shelved		Standard	
PT-015-2008-000680	Shelving In Progress		Standard	
PT-015-2008-000553	Shelved		Standard	
TR-015-2008-000422	Shelved	1234-2008	Standard	
TR-015-2008-000418	Shelved		Standard	

Ok Cancel

Done Internet

javascript:SWESubmitForm(document.SWEForm5_0,s_6,"s_5_1_41_0","1-1ABMKH") Internet

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Application Administration Personal Profile Log Out

Home Records

Request Details

*Reference R
ARR1-7780480

*Record Group
015

Agency:
Department of V

*Last Name:
GREENLEE

First Name:
DON

Charge Account
09899999

*Nature of Service
Temporary L

*Service Level
Standard

Comments:

http://greatest.archives.gov - Pick Records Transfers - Microsoft Internet Explorer

Query Cancel Find Transfer # starting with Go 1 - 10 of 12+

Transfer #	Transfer Status	Customer Reference Number	Security Classification Type	Security Classification
> PT-015-2008-005748	QC - Sample Completed		Standard	
> PT-015-2008-000853	Partially Received		Classified	Top Secret
> PT-015-2008-000817	Shelved		Standard	
> PT-015-2008-000788	Shelving In Progress		Standard	
> PT-015-2008-000723	Received		Standard	
> PT-015-2008-000691	Shelved		Standard	
> PT-015-2008-000680	Shelving In Progress		Standard	
> PT-015-2008-000553	Shelved		Standard	
> TR-015-2008-000422	Shelved	1234-2008	Standard	
> TR-015-2008-000418	Shelved		Standard	

Ok Cancel

javascript:SWESubmitForm(document.SWEForm6_0,s_0,"s_6_1_85_3","1-1ABMKH") Internet

javascript:SWESubmitForm(document.SWEForm5_0,s_6,"s_5_1_41_0","1-1ABMKH") Internet

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Application Administration Personal Profile Log Out

Home Records

Request Details

*Reference Number: ARR1-7780480

*Record Group: 015

Agency: Department of V

*Last Name: GREENLEE

First Name: DON

Charge Account: 09899999

*Nature of Service: Temporary L

*Service Level: Standard

Transfer to:

Customer Reference Number:

Record Group:

Go Cancel

Comments:

javascript:SWESubmitForm(document.SWEForm5_0,s_6,"s_5_1_41_0","1-1ABMKH")

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Archives.gov Home

Application Administration Personal Profile Log Out

Home Records

Request Details

*Reference Number

ARR1-7780480

*Record Group

015

Agency:

Department of V

*Last Name:

GREENLEE

First Name:

DON

Charge Account

09899999

*Nature of Service

Temporary L

*Service Level

Standard

Transfer #:

Customer Reference Number:

Record Group:

You can enter the entire transfer number or use the asterisk as a wildcard to reduce data entry and the risk of entering the wrong number.

This example will return every transfer that begins with "PT" and ends with "817".

Likewise, query written as *2008*817 will return every transfer number created in 2008 that ends in 817.

Done

Internet

Comments:

Back Continue

javascript:SWESubmitForm(document.SWEForm5_0,s_6,"s_5_1_41_0","1-1ABMKH")

Internet

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Application Administration Personal Profile Log Out

Home Records

Request Details

*Reference Number: ARR1-7780480

*Record Group: 015

Agency: Department of V

*Last Name: GREENLEE

First Name: DON

Charge Account: 09899999

*Nature of Service: Temporary L

*Service Level: Standard

Transfer #: PT*817

Customer Reference Number:

Record Group:

Go Cancel

Select the Go button to execute the query.

Done Internet

Comments:

javascript:SWESubmitForm(document.SWEForm5_0,s_6,"s_5_1_41_0","1-1ABMKH") Internet

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Application Administration Personal Profile Log Out

Home Records

http://gpeatest.archives.gov - Pick Records Transfers - Microsoft Internet Explorer

Transfer #:

Customer Reference Number:

Record Group:

Request Details

*Reference R
ARR1-7780480

*Record Group
015

Agency:
Department of V

*Last Name:
GREENLEE

First Name:
DON

Charge Account
09899999

*Nature of Se
Temporary L

*Service Lev
Standard

Comments:

javascript:SWESubmitForm(document.SWEForm6_0,s_0,"s_6_1_28_3","1-19ZN70") Internet

javascript:SWESubmitForm(document.SWEForm5_0,s_6,"s_5_1_41_0","1-1ABMKH") Internet

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Application Administration Personal Profile Log Out

Home

http://gpeatest.archives.gov - Pick Records Transfers - Microsoft Internet Explorer

Query Cancel Query Results Find Transfer # starting with PT*817 Go 1 - 1 of 1

Transfer #	Transfer Status	Customer Reference Number	Security Classification Type	Security Classification
PT-015-2008-000817	Shelved		Standard	

Ok Cancel

The query PT*817 returned a single result.

After selecting the record, click the Ok button.

Done Internet

Comments:

Back Continue

javascript:SWESubmitForm(document.SWEForm5_0,s_6,"s_5_1_41_0","1-1ABMKH") Internet

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions **Reference Requests** Interfiles Refiles Application Help

Reference Request

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77804801	Request Category: Transfer	*Recipient Name: DON GREENLEE	*Status: Reference Initiated
*Record Group: 015	Records Transfer #: PT-015-2008-000817	*Address Line 1: Don Lane	Submitted Date:
Agency: Department of Veterans Affairs	Container #:	Address Line 2:	*Shipping Method: USPS
*Last Name: GREENLEE	Case/File Information:	City: St Louis	Shipping Account #:
First Name: DON	Whole Cor	Country: USA	*Records Center: FRC - Philadelphia
Charge Account: 09899999	# Of Units: 1	Phone#:	
*Nature of Service: Temporary Loan of R	Security Classification Type: Standard	Fax#:	
*Service Level: Standard	Security Classification:		

Next, enter the **Container #**. You can enter it directly into the text field or select it from the pick-list.

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Application AdministrationPersonal ProfileLog Out

HomeRecords TransfersDispositionsReference RequestsInterfilesRefilesApplication Help

Reference Request

Save and Finish LaterCancelContinue to Review and Submit

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77804801 *Record Group: 015 Agency: Department of Veterans Affairs *Last Name: GREENLEE First Name: DON Charge Account: 09899999 *Nature of Service: Temporary Loan of R *Service Level: Standard	Request Category: Transfer Records Transfer #: PT-015-2008-000817 Container #: 2 Case/File Information: Whole Container: ☐ # Of Units: 1 Security Classification Type: Standard Security Classification:	*Recipient Name: DON GREENLEE *Address Line 1: Don Lane Address Line 2: City: St.Louis State: MO Zip Code: 603022 Country: USA Phone#: Fax#:	*Status: Reference Initiated Submitted Date: *Shipping Method: USPS Shipping Account #: *Records Center: FRC - Philadelphia

Internet

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Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

Reference Request

[Save and Finish Later](#) [Cancel](#) [Continue to Review and Submit](#)

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to re

Request Details
*Reference Request #:
ARR1-77804801
*Record Group:
015
Agency:
Department of Veterans Affairs
*Last Name:
GREENLEE
First Name:
DON
Charge Account:
09899999
*Nature of Service:
Temporary Loan of R
*Service Level:
Standard

Reference Request
Request #:
Transfer
Records
PT-015-2008-000817
Container #:
Case/File Information:
Whole Container:
Of Units:
1
Security Classification Type:
Standard
Security Classification:

Status Details
*Status:
Reference Initiated
Submitted Date:
*Shipping Method:
USPS
Shipping Account #:
*Records Center:
FRC - Philadelphia

Don Lane
Address Line 2:
City:
St. Louis
State:
MO
Zip Code:
603022
Country:
USA
Phone#:
Fax#:

javascript:SWESubmitForm(document.SWEForm5_0,s_6,"s_5_1_8_0","1-1ABMKH")

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

Reference Request

Save and Finish Later

Click on "Save and Finish Later" to save your request and return to it later.

Click on "Cancel" to cancel your request.

Click on "Continue to Review and Submit" to review and submit your request.

Request Details

*Reference Request #: ARR1-77804801

*Record Group: 015

Agency: Department of Veterans Affairs

*Last Name: GREENLEE

First Name: DON

Charge Account: 09899999

*Nature of Service: Temporary Loan of Records

*Service Level: Standard

Whole Container: ☐

Of Units: 1

Security Classification Type: Standard

Security Classification:

State: MO

Zip Code: 603022

Country: USA

Phone#:

Fax#:

Records Center: Philadelphia

Continue to Review and Submit

http://gpeatest.archives.gov - Pick Container - Microsoft Internet Explorer

Query Find Container # Starting with Go 1 - 10 of 12+

Container #	Asset #	Container Type
> 1	AAC1-77238208	Standard
> 2	AAC1-77238212	Standard
> 3	AAC1-77238216	Standard
> 4	AAC1-77238220	Standard
> 5	AAC1-77238224	Standard
> 6	AAC1-77238228	Standard
> 7	AAC1-77238232	Standard
> 8	AAC1-77238236	Standard
> 9	AAC1-77238240	Standard
> 10	AAC1-77238244	Standard

OK Cancel

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

Reference Request

Save and Finish Later

Click on "Save and Finish Later" to save your request and return to it later.

Click on "Cancel" to cancel your request.

Click on "Continue to Review and Submit" to review and submit your request.

Request Details

*Reference Request #: ARR1-77804801

*Record Group: 015

Agency: Department of Veterans Affairs

*Last Name: GREENLEE

First Name: DON

Charge Account: 09899999

*Nature of Service: Temporary Loan of Records

*Service Level: Standard

Whole Container: ☐

Of Units: 1

Security Classification Type: Standard

Security Classification:

MO

Zip Code: 603022

Country: USA

Phone#:

Fax#:

Continue to Review and Submit

us Details

Status: Pending

Request Initiated Date:

Shipping Method: USPS

Shipping Account #:

Records Center: Philadelphia

http://greatest.archives.gov - Pick Container - Microsoft Internet Explorer

Query Find Container # Starting with Go 1 - 10 of 12+

Container #	Asset #	Container Type
> 1	AAC1-77238208	Standard
> 2	AAC1-77238212	Standard
> 3	AAC1-77238216	Standard
> 4	AAC1-77238220	Standard
> 5	AAC1-77238224	Standard
> 6	AAC1-77238228	Standard
> 7	AAC1-77238232	Standard
> 8	AAC1-77238236	Standard
> 9	AAC1-77238240	Standard
> 10	AAC1-77238244	Standard

Done Internet

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

Reference Request

Save and Finish Later

Click on "Save and Finish Later" to save your request and return to it later.

Click on "Cancel" to cancel your request.

Click on "Continue to Review and Submit" to review and submit your request.

Request Details

*Reference Request #: ARR1-77804801

*Record Group: 015

Agency: Department of Veterans Affairs

*Last Name: GREENLEE

First Name: DON

Charge Account: 09899999

*Nature of Service: Temporary Loan of Records

*Service Level: Standard

Whole Container: ☐

Of Units: 1

Security Classification Type: Standard

Security Classification:

MO

Zip Code: 603022

Country: USA

Phone#:

Fax#:

Continue to Review and Submit

us Details

Status: Pending

Request Initiated Date:

Shipping Method: USPS

Shipping Account #:

Records Center: Philadelphia

http://greatest.archives.gov - Pick Container - Microsoft Internet Explorer

Query Find Container # Starting with Go 1 - 10 of 12+

Container #	Asset #	Container Type
> 1	AAC1-77238208	Standard
> 2	AAC1-77238212	Standard
> 3	AAC1-77238216	Standard
> 4	AAC1-77238220	Standard
> 5	AAC1-77238224	Standard
> 6	AAC1-77238228	Standard
> 7	AAC1-77238232	Standard
> 8	AAC1-77238236	Standard
> 9	AAC1-77238240	Standard
> 10	AAC1-77238244	Standard

Cancel

javascript:SWESubmitForm(document.SWEForm; Internet

Done Internet

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions **Reference Requests** Interfiles Refiles Application Help

Reference Request

[Save and Finish Later](#) [Cancel](#) [Continue to Review and Submit](#)

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77804801	Request Category: Transfer	*Recipient Name: DON GREENLEE	*Status: Reference Initiated
*Record Group: 015	Records Transfer #: PT-015-2008-000817	*Address Line 1: Don Lane	Submitted Date:
Agency: Department of Veterans Affairs	Container #: 2	Address Line 2:	*Shipping Method: USPS
*Last Name: GREENLEE	Case/File Information:	City: St.Louis	Shipping Account #:
First Name: DON	Whole Container: ☐	State: MO	*Records Center: FRC - Philadelphia
Charge Account: 09899999	# Of Units: 1	Fax#:	
*Nature of Service: Temporary Loan of R	Security Classification: Standard		
*Service Level: Standard			

[Back](#) [Continue](#)

Done Internet

After entering the transfer and container numbers, enter **Case/File Information** needed to locate requested records.

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions Reference Requests Interfiles Refiles Application Help

Reference Request

[Save and Finish Later](#) [Cancel](#) [Continue to Review and Submit](#)

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77804801	Request Category: Transfer	*Recipient Name: DON GREENLEE	*Status: Reference Initiated
*Record Group: 015	Records Transfer #: PT-015-2008-000817	*Address Line 1: Don Lane	Submitted Date:
Agency: Department of Defense	Container #: 2		*Shipping Method: USPS
*Last Name: GREENLEE	Case/File Int: 		Shipping Account #:
First Name: DON	Whole Container: ☐		*Records Center: FBI - NEW YORK
Charge: 09899999	# Of Units: 1	USA	
*Nature of Service: Temporary Loan of R	Security Classification Type: Standard	Phone#:	
*Service Level: Standard	Security Classification:	Fax#:	

[Back](#) [Continue](#)

The # of Units field is read only and will represent 1 container or 1 file or folder.

Check the Whole Container box if you are requesting the whole container instead of a file within the container.

The Security Classification fields are also read only and will represent the classification of the transfer.

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Application Administration Personal Profile Log Out

Home Help

Entries in the **Shipment Details** section defaults to information established in the user profile for the employee entering the request.

However, this information can be changed on a request-by-request basis if the response should be shipped to someone else.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77903801	Request Category: Transfer	*Recipient Name: DON GREENLEE	*Status: Reference Initiated
*Record Group: 015	Records Transfer #: PT-015-2008-000817	*Address Line 1: Don Lane	Submitted Date:
Agency: Department of Veterans Affairs	Container #: 2	Address Line 2:	*Shipping Method: USPS
*Last Name: GREENLEE	Case/File Information: John Smith Claim folder	City: St.Louis	Shipping Account #:
First Name: DON	Whole Container: ☐	State: MO	*Records Center: FRC - Philadelphia
Charge Account: 09899999	# Of Units: 1	Zip Code: 603022	
*Nature of Service: Temporary Loan of R	Security Classification Type: Standard	Country: USA	
*Service Level: Standard	Security Classification:	Phone#:	
		Fax#:	
Comments:			

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Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77903801	Request Category: Transfer	*Recipient Name: DON GREENLEE	*Status: Reference Initiated
*Record Group: 015	Records Transfer #: PT-015-2008-000817	*Address Line 1: Don Lane	Submitted Date:
Agency: Department of Veterans Affairs	Container #: 2	Address Line 2:	*Shipping Method: USPS
*Last Name: GREENLEE	Case/File Information: John Smith Claim folder	City: St.Louis	Shipping Account #:
First Name: DON	Whole Container: ☐	State: MO	*Records Center: FRC - Philadelphia
Charge Account: 09899999	# Of Units: 1	Zip Code: 603022	
*Nature of Service: Temporary Loan of R	Security Classification Type: Standard	Country: USA	
*Service Level: Standard	Security Classification:	Phone#:	
		Fax#:	
Comments:			

Internet

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Application AdministrationPersonal ProfileLog Out

HomeRecords TransfersDispositionsReference RequestsInterfilesRefilesApplication Help

Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details

*Reference Request #:

ARR1-77903801

*Record Group:

015

Agency:

Department of Veterans Affairs

*Last Name:

GREENLEE

First Name:

DON

Charge Account:

09899999

*Nature of Service:

Temporary Loan of R

*Service Level:

Standard

Reference Details

Request Category:

Transfer

Records Transfer #:

PT-015-2008-000817

Container #:

2

Case/File Information:

John Smith Claim folder

Whole Container:

☐

Of Units:

1

Security Classification Type:

Standard

Security Classification:

Shipment Details

*Recipient Name:

Sam Smith

*Address Line 1:

Don Lane

Address Line 2:

City:

St.Louis

State:

MO

Zip Code:

603022

Country:

USA

Phone#:

Fax#:

Status Details

*Status:

Reference Initiated

Submitted Date:

*Shipping Method:

USPS

Shipping Account #:

*Records Center:

FRC - Philadelphia

Comments:

Internet

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions **Reference Requests** Interfiles Refiles Application Help

Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Request	Status Details
*Reference Request #: ARR1-77903801	Request: Transfer	*Status: Reference Initiated
*Record Group: 015	Records: PT-015-2	Submitted Date:
Agency: Department of Veterans Affairs	Container: 2	*Shipping Method: USPS
*Last Name: GREENLEE	Case/File Information: John Smith Claim folder	Shipping Account #:
First Name: DON	Whole Container: ☐	*Records Center: FRC - Philadelphia
Charge Account: 09899999	# Of Units: 1	
*Nature of Service: Temporary Loan of R	Security Classification Type: Standard	
*Service Level: Standard	Security Classification:	
City: St Louis		
State: MO		
Zip Code: 603022		
Country: USA		
Phone#:		
Fax#:		
Comments:		

javascript:SWESubmitForm(document.SWEForm4_0,s_6,"s_4_1_34_0","1-1ADQYH")

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions **Reference Requests** Interfiles Refiles Application Help

Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Request	Status Details
*Reference Request #: ARR1-77903801	Request: Transfer	*Status: Reference Initiated
*Record Group: 015	Records: PT-015-2	Submitted Date:
Agency: Department of Veterans Affairs	Container: 2	*Shipping Method: USPS
*Last Name: GREENLEE	Case/File Information: John Smith Claim folder	Shipping Account #:
First Name: DON	Whole Container: ☐	*Records Center: FRC - Philadelphia
Charge Account: 09899999	# Of Units: 1	
*Nature of Service: Temporary Loan of R	Security Classification Type: Standard	
*Service Level: Standard	Security Classification:	
City: St. Louis		
State: MO		
Zip Code: 603022		
Country: USA		
Phone#:		
Fax#:		
Comments:		

javascript:SWESubmitForm(document.SWEForm4_0,s_6,"s_4_1_34_0","1-1ADQYH") Internet

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Application Administration Personal Profile Log Out

Home Records Transfer

http://greatest.archives.gov - Pick Contact Address - Microsoft Internet Explorer

Query for the address or select the **New** button to add a new address.

Click on "Continue"

Request Details

*Reference Request: ARR1-77903801

*Record Group: 015

Agency: Department of Veterans Affairs

*Last Name: GREENLEE

First Name: DON

Charge Account: 09899999

*Nature of Service: Temporary Loan of Record

*Service Level: Standard

Of Units: 1

Security Classification Type: Standard

Security Classification:

Country: USA

Phone#:

Fax#:

Comments:

javascript:SWESubmitForm(document.SWEForm4_0,s_6,"s_4_1_34_0","1-1ADQYH")

Street Address	Street Address 2	City	State	Zip Code	Country
> 123 Apple Street	Room 5007	Humeston	CO	63132	USA
> 123 Lookatme Dr		Seemore	ME	11111	USA
> 123	Apple St	Anytown	KY	62258	USA
> 1234 Main St		International Falls	MN	55281	USA
> 3150 Springboro Road		Dayton	OH	45439	USA
> 7358 S. Pulaski Road		Chicago	IL	60629	USA
> 8601 Adelphi Rd		College Park	MD	20001	USA
> 8801 Kingsridge Drive		Centerville	OH	45458	USA
> 9700 Page Ave		St Louis	MO	63132	USA
> 9700 Page Blvd		St Louis	MO	63132	USA

OK Cancel

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Application Administration Personal Profile Log Out

Home Records Transfer **http://gpeatest.archives.gov - Pick Contact Address - Microsoft Internet Explorer**

New Query Find Street Address Starting with Go 1 - 10 of 10+

Street Address	Street Address 2	City	State	Zip Code	Country
> 123 Apple Street	Room 5007	Humeston	CO	63132	USA
> 123 Lookatme Dr		Seemore	ME	11111	USA
> 123	Apple St	Anytown	KY	62258	USA
> 1234 Main St		International Falls	MN	55281	USA
> 3150 Springboro Road		Dayton	OH	45439	USA
> 7358 S. Pulaski Road		Chicago	IL	60629	USA
> 8601 Adelphi Rd		College Park	MD	20001	USA
> 8801 Kingsridge Drive		Centerville	OH	45458	USA
> 9700 Page Ave		St Louis	MO	63132	USA
> 9700 Page Blvd		St Louis	MO	63132	USA

OK Cancel

javascript:SWESubmitForm(document.SWEForm6_0,s_0,"

Request Details

*Reference Request: ARR1-77903801

*Record Group: 015

Agency: Department of Veterans

*Last Name: GREENLEE

First Name: DON

Charge Account: 09899999

*Nature of Service: Temporary Loan of R

*Service Level: Standard

Of Units: 1

Security Classification Type: Standard

Security Classification:

Country: USA

Phone#:

Fax#:

Comments:

javascript:SWESubmitForm(document.SWEForm4_0,s_6,"s_4_1_34_0","1-1ADQYH")

Internet

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Application Administration Personal Profile Log Out

Home Records Transmittal

Click on "Continue"

Request Details

*Reference Request: ARR1-77903801

*Record Group: 015

Agency: Department of Veterans Affairs

*Last Name: GREENLEE

First Name: DON

Charge Account: 09899999

*Nature of Service: Temporary Loan of Records

*Service Level: Standard

Comments:

Done

Internet

javascript:SWESubmitForm(document.SWEForm4_0,s_6,"s_4_1_34_0","1-1ADQYH")

Internet

http://gpeatest.archives.gov - Pick Contact Address - Microsoft Internet Explorer

*Street Address:

Street Address 2:

*City:

State:

Zip Code:

Country: USA

Save Cancel

Details

Initiated Date:

g Method:

Account #:

s Center: Philadelphia

Country: USA

Phone#:

Fax#:

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Application Administration Personal Profile Log Out

Home Records Transmittal

Click on "Continue"

Request Details

*Reference Request

ARR1-77903801

*Record Group:

015

Agency:

Department of Veterans Affairs

*Last Name:

GREENLEE

First Name:

DON

Charge Account:

09899999

*Nature of Service:

Temporary Loan of Records

*Service Level:

Standard

Comments:

http://gpeatest.archives.gov - Pick Contact Address - Microsoft Internet Explorer

*Street Address :

Street Address 2 :

*City :

State :

Zip Code :

Country : USA

Save Cancel

Done Internet

Details

Initiated

ed Date:

g Method:

Account #:

s Center:

adelphia

Country:

USA

Phone#:

Fax#:

Security Classification Type:

Standard

Security Classification:

javascript:SWESubmitForm(document.SWEForm4_0,s_6,"s_4_1_34_0","1-1ADQYH")

Internet

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Application Administration

Personal Profile

Log Out

Home

Records Tran

Click on "Continue"

Request Details

*Reference Request

ARR1-77903801

*Record Group:

015

Agency:

Department of Veterans

*Last Name:

GREENLEE

First Name:

DON

Charge Account:

09899999

*Nature of Service:

Temporary Loan of R

*Service Level:

Standard

Comments:

http://gpeatest.archives.gov - Pick Contact Address - Microsoft Internet Explorer

*Street Address :

123 8 5th Street

Street Address 2 :

*City :

State :

Zip Code :

Country :

USA

Save

Cancel

Done

Internet

Details

Initiated

ed Date:

g Method:

Account #:

s Center:

adelphia

Country:

USA

Phone#:

Fax#:

Security Classification Type:

Standard

Security Classification:

javascript:SWESubmitForm(document.SWEForm4_0,s_6,"s_4_1_34_0","1-1ADQYH")

Internet

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Application Administration Personal Profile Log Out

Home Records Transmittal **http://gpeatest.archives.gov - Pick Contact Address - Microsoft Internet Explorer**

Click on "Continue"

Request Details

*Reference Request: ARR1-77903801

*Record Group: 015

Agency: Department of Veterans Affairs

*Last Name: GREENLEE

First Name: DON

Charge Account: 09899999

*Nature of Service: Temporary Loan of Records

*Service Level: Standard

Comments:

Street Address: 123 8 5th Street

Street Address 2: Room 234

*City:

State:

Zip Code:

Country: USA

Save Cancel

Done

Internet

Country: USA

Phone#:

Fax#:

Security Classification Type: Standard

Security Classification:

Account #:

Center: Philadelphia

Initiated Date:

Method:

javascript:SWESubmitForm(document.SWEForm4_0,s_6,"s_4_1_34_0","1-1ADQYH")

Internet

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THE NATIONAL ARCHIVES

HomeRecords Tracked

Click on "Continue"

Request Details

*Reference Request

ARR1-77903801

*Record Group:

015

Agency:

Department of Veterans

*Last Name:

GREENLEE

First Name:

DON

Charge Account:

09899999

*Nature of Service:

Temporary Loan of R

*Service Level:

Standard

Comments:

DE

FL

GA

HI

IA

ID

IL

IN

KS

KY

LA

MA

MD

ME

MI

MN

MO

MS

MT

NC

ND

Street Address :

th Street

Street Address 2 :

34

*City :

*State :

MA

Zip Code :

Country :

Save

Cancel

es.gov - Pick Contact Address - Microsoft Internet Explorer

Archives.gov Home

Application AdministrationPersonal ProfileLog Out

Details

Initiated

ed Date:

g Method:

Account #:

s Center:

adelphia

Country:

USA

Phone#:

Fax#:

Security Classification Type:

Standard

Security Classification:

javascript:SWESubmitForm(document.SWEForm4_0,s_6,"s_4_1_34_0","1-1ADQYH")

Internet

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THE NATIONAL ARCHIVES Archives.gov Home

Application Administration Personal Profile Log Out

Home Records Transmittal

Click on "Continue" to go to the next screen.

Request Details

*Reference Request: ARR1-77903801

*Record Group: 015

Agency: Department of Veterans Affairs

*Last Name: GREENLEE

First Name: DON

Charge Account: 09899999

*Nature of Service: Temporary Loan of Records

*Service Level: Standard

Comments:

Street Address: 123 8 5th Street

Street Address 2: Room 234

*City: Anytown

State: LA

Zip Code:

Country: USA

Save Cancel

Done Internet

Security Classification Type: Standard

Security Classification:

Country: USA

Phone#:

Fax#:

javascript:SWESubmitForm(document.SWEForm4_0,s_6,"s_4_1_34_0","1-1ADQYH") Internet

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Application Administration
Personal Profile
Log Out

Home
Records Tran

Click on "Continue"

Request Details

*Reference Request
ARR1-77903801

*Record Group:
015

Agency:
Department of Veterans

*Last Name:
GREENLEE

First Name:
DON

Charge Account:
09899999

*Nature of Service:
Temporary Loan of R

*Service Level:
Standard

Comments:

*Street Address : 123 8 5th Street

Street Address 2 : Room 234

*City : Anytown

State : LA

Zip Code :

Country : USA

Save
Cancel

Done
Internet

Country:
USA

Phone#:

Fax#:

Security Classification Type:
Standard

Security Classification:

Initiated
d Date:

g Method:

Account #:

s Center:
adelphia

javascript:SWESubmitForm(document.SWEForm4_0,s_6,"s_4_1_34_0","1-1ADQYH")
Internet

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Application Administration Personal Profile Log Out

Home Records Transmittal

Click on "Continue"

Request Details

*Reference Request

ARR1-77903801

*Record Group:

015

Agency:

Department of Veterans Affairs

*Last Name:

GREENLEE

First Name:

DON

Charge Account:

09899999

*Nature of Service:

Temporary Loan of Records

*Service Level:

Standard

Comments:

Street Address : 123 8 5th Street

Street Address 2 : Room 234

*City : Anytown

State : LA

Zip Code : 83123

Country : USA

Save Cancel

Country:

USA

Phone#:

Fax#:

javascript:SWESubmitForm(document.SWEForm4_0,s_6,"s_4_1_34_0","1-1ADQYH")

Internet

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Archives.gov Home

Application Administration Personal Profile Log Out

Home Records Transmittal

Click on "Continue"

Request Details

*Reference Request

ARR1-77903801

*Record Group:

015

Agency:

Department of Veterans Affairs

*Last Name:

GREENLEE

First Name:

DON

Charge Account:

09899999

*Nature of Service:

Temporary Loan of Records

*Service Level:

Standard

Comments:

http://gpeatest.archives.gov - Pick Contact Address - Microsoft Internet Explorer

*Street Address :

123 8 5th Street

Street Address 2 :

Room 234

*City :

Anytown

State :

LA

Zip Code :

83123

Country :

USA

Save Cancel

javascript:SWESubmitForm(document.SWEForm6_0,s_2,"s_6_1_107_13","1-1")

Internet

*Country:

USA

*Phone#:

*Fax#:

*Security Classification Type:

Standard

*Security Classification:

Details

Initiated

ed Date:

g Method:

Account #:

s Center:

adelphia

javascript:SWESubmitForm(document.SWEForm4_0,s_6,"s_4_1_34_0","1-1ADQYH")

Internet

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Home Records Transcripts Application Administration Personal Profile Log Out

http://greatest.archives.gov - Pick Contact Address - Microsoft Internet Explorer

New Query Find Street Address Starting with Go 1 - 10 of 11+

Street Address	Street Address 2	City	State	Zip Code	Country
> 123 S 5th Street	Room 234	Anytown	LA	63123	USA
> 123 Apple Street	Room 5007	Humeston	CO	63132	USA
> 123 Lookat			ME	11111	USA
> 123			KY	62258	USA
> 1234 Main			MN	55281	USA
> 3150 Springboro Road		Dayton	OH	45439	USA
> 7358 S. Pulaski Road		Chicago	IL	60629	USA
> 8601 Adelphi Rd		College Park	MD	20001	USA
> 8801 Kingsridge Drive		Centerville	OH	45458	USA
> 9700 Page Ave		St Louis	MO	63132	USA

The new address has now been added to the contact pick-list.

OK Cancel

Done Internet

Request Details

*Reference Request: ARR1-77903801

*Record Group: 015

Agency: Department of Veterans

*Last Name: GREENLEE

First Name: DON

Charge Account: 09899999

*Nature of Service: Temporary Loan of R

*Service Level: Standard

Security Classification Type: Standard

Security Classification:

Country: USA

Phone#:

Fax#:

Comments:

javascript:SWESubmitForm(document.SWEForm4_0,s_6,"s_4_1_34_0","1-1ADQYH") Internet

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Home Records Transcription Application Administration Personal Profile Log Out

Click on "Continue"

Request Details

*Reference Request: ARR1-77903801

*Record Group: 015

Agency: Department of Veterans Affairs

*Last Name: GREENLEE

First Name: DON

Charge Account: 09899999

*Nature of Service: Temporary Loan of Records

*Service Level: Standard

Comments:

1

Security Classification Type: Standard

Security Classification:

Country: USA

Phone#:

Fax#:

javascript:SWESubmitForm(document.SWEForm4_0,s_6,"s_4_1_34_0","1-1ADQYH")

http://greatest.archives.gov - Pick Contact Address - Microsoft Internet Explorer

New Query Find Starting with Go 1 - 10 of 11+

Street Address	Street Address 2	City	State	Zip Code	Country
> 123 S 5th Street	Room 234	Anytown	LA	63123	USA
> 123 Apple Street	Room 5007	Humeston	CO	63132	USA
> 123 Lookatme Dr		Seemore	ME	11111	USA
> 123	Apple St	Anytown	KY	62258	USA
> 1234 Main St		International Falls	MN	55281	USA
> 3150 Springboro Road		Dayton	OH	45439	USA
> 7358 S. Pulaski Road		Chicago	IL	60629	USA
> 8601 Adelphi Rd		College Park	MD	20001	USA
> 8801 Kingsridge Drive		Centerville	OH	45458	USA
> 9700 Page Ave		St Louis	MO	63132	USA

OK Cancel

Internet

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions **Reference Requests** Interfiles Refiles Application Help

Click on "Continue to Re" Shipment Details have now been updated.
Add the **Phone#** and **Fax#** if available.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77903801	Request Category: Transfer	*Recipient Name: Sam Smith	*Status: Reference Initiated
*Record Group: 015	Records Transfer #: PT-015-2008-000817	*Address Line 1: 123 S 5th Street	Submitted Date:
Agency: Department of Veterans Affairs	Container #: 2	Address Line 2: Room 234	*Shipping Method: USPS
*Last Name: GREENLEE	Case/File Information: John Smith Claim folder	City: Anytown	Shipping Account #:
First Name: DON	Whole Container: ☐	State: LA	*Records Center: FRC - Philadelphia
Charge Account: 09899999	# Of Units: 1	Zip Code: 63123	
*Nature of Service: Temporary Loan of R	Security Classification Type: Standard	Country: USA	
*Service Level: Standard	Security Classification:	Phone#: 	
		Fax#: 	
Comments: 			

Back **Continue**

Done Internet

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions **Records**

Click on "Continue to Review and Submit"

The **Status** field is read-only and will default to "Reference Initiated" until the request is submitted.

At this time, place your mouse pointer over the status field to view other reference request status entries available.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77903801	Request Category: Transfer	*Recipient Name: Sam Smith	*Status: Reference Initiated
*Record Group: 015	Records Transfer #: PT-015-2008-000817	*Address Line 1: 123 S 5th Street	Submitted Date:
Agency: Department of Veterans Affairs	Container #: 2	Address Line 2: Room 234	*Shipping Method: USPS
*Last Name: GREENLEE	Case/File Information: John Smith Claim folder	City: Anytown	Shipping Account #:
First Name: DON	Whole Container: ☐	State: LA	*Records Center: FRC - Philadelphia
Charge Account: 09899999	# Of Units: 1	Zip Code: 63123	
*Nature of Service: Temporary Loan of R	Security Classification Type: Standard	Country: USA	
*Service Level: Standard	Security Classification:	Phone#:	
		Fax#:	
Comments:			
		Back	Continue

Done Internet

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Home Records Transfers Dispositions **Reference Requests** Interfiles Refiles Application Help

Click on "Continue to Review and Submit" to review and submit the Reference Request.

The **Submitted Date** field will populate when the request is submitted.

Request Details	Reference Details	Status Details
*Reference Request #: ARR1-77903801 *Record Group: 015 Agency: Department of Veterans Affairs *Last Name: GREENLEE First Name: DON Charge Account: 09899999 *Nature of Service: Temporary Loan of R *Service Level: Standard Comments: 	Request Category: Transfer Records Transfer #: PT-015-2008-000817 Container #: 2 Case/File Information: John Smith Claim folder Whole Container: ☐ # Of Units: 1 Security Classification Type: Standard Security Classification:	Recipient Name: Sam Smith *Address Line 1: 123 S 5th Street Address Line 2: Room 234 City: Anytown State: LA Zip Code: 63123 Country: USA Phone#: Fax#: *Status: Reference Initiated Submitted Date: *Shipping Method: USPS Shipping Account #: *Records Center: FRC - Philadelphia

Done Internet

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions **Reference Requests** Interfiles Refiles Application Help

Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details
*Reference Request #: ARR1-77903801
*Record Group: 015
Agency: Department of Veterans Affairs
*Last Name: GREENLEE
First Name: DON
Charge Account: 09899999
*Nature of Service: Temporary Loan of R
*Service Level: Standard

Reference Details
Request Category: Transfer
Records Transfer #: PT-015-2008-000817
Container #: 2
Case/File Information: John Smith Claim folder
Whole Container: ☐
Of Units: 1
Security Classification Type: Standard
Security Classification:

Address
*Address Line 1: 123 S 5th Street
Address Line 2: Room 234
City: Anytown
State: LA
Zip Code: 63123
Country: USA
Phone#:
Fax#:
*Shipping Method: USPS
Shipping Account #:
*Records Center: FRC - Philadelphia

Comments:

Back Continue

The **Shipping Method** field will default to USPS but other options are available through the drop-down list.

Done Internet

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Home Records Transfers Dispositions **Reference Requests** Interfiles Refiles Application Help

Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77903801	Request Category: Transfer	*Recipient Name: Sam Smith	*Status: Reference Initiated
*Record Group: 015	Records Transfer #: PT-015-2008-000817	*Address Line 1: 123 S 5th Street	Submitted Date:
Agency: Department of Veterans Affairs	Container #: 2	Address Line 2: Room 234	*Shipping Method: USPS
*Last Name: GREENLEE	Case/File Information: John Smith Claim folder	City: Anytown	FedEx
First Name: DON	Whole Container: ☐	State: LA	On Site Review
Charge Account: 09899999	# Of Units: 1	Zip Code: 63123	UPS
*Nature of Service: Temporary Loan of R	Security Classification Type: Standard	Country: USA	Metro Courier
*Service Level: Standard	Security Classification:	Phone#:	USPS
		Fax#:	Fax
			Scan and eMail
			Customer Pick-up
Comments:			

Done Internet

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Home Records Transfers Dispositions **Reference Requests** Interfiles Refiles Application Help

Reference Request

[Save and Finish Later](#) [Cancel](#) [Continue to Review and Submit](#)

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77903801 *Record Group: 015 Agency: Department of Veterans Affairs *Last Name: GREENLEE First Name: DON Charge Account: 09899999 *Nature of Service: Temporary Loan of R *Service Level: Standard	PT-015-2008-000817 Container #: 2 Case/File Information: John Smith Claim folder Whole Container: ☐ # Of Units: 1 Security Classification Type: Standard Security Classification:	123 S 5th Street Address Line 2: Room 234 City: Anytown State: LA Zip Code: 63123 Country: USA Phone#:	*Status: Reference Initiated Submitted Date: *Shipping Method: FedEx Shipping Account #: BR549 *Records Center: FRC - Philadelphia

Some shipping methods will open a field to enter your **Shipping Account #**.

Done Internet

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HomeRecords TransfersDispositionsReference RequestsInterfilesRefilesApplication Help

Reference Request

Save and Finish LaterCancelContinue to Review and Submit

Click on "Save and Finish" to continue later.

Click on "Cancel" to cancel the operation.

Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77903801 *Record Group: 015 Agency: Department of Veterans Affairs *Last Name: GREENLEE First Name: DON Charge Account: 09899999 *Nature of Service: Temporary Loan of R *Service Level: Standard	Request Category: Transfer Records Transfer #: PT-015-2008-000817 Container #: 2 Case/File Information: John Smith Claim folder Whole Container: ☐ # Of Units: 1 Security Classification Type: Standard Security Classification:	*Recipient Name: Sam Smith *Address Line 1: 123 S 5th Street Address Line 2: Room 234 City: Anytown State: LA Zip Code: 63123 Country: USA Phone#:	*Status: Reference Initiated Submitted Date: *Shipping Method: FedEx Shipping Account #: IBR549 *Records Center: FRC - Philadelphia

BackContinue

Internet

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Home Records Transfers Dispositions **Reference Requests** Interfiles Refiles Application Help

*Reference Request #: ARR1-77903801 *Record Group: 015 Agency: Department of Veterans Affairs *Last Name: GREENLEE First Name: DON Charge Account: 09899999 *Nature of Service: Temporary Loan of R *Service Level: Standard	Request Category: Transfer Records Transfer #: PT-015-2008-000817 Container #: 2 Case/File Information: John Smith Claim folder Whole Container: ☐ # C 1 Se Sta Se	*Recipient Name: Sam Smith *Address Line 1: 123 S 5th Street Address Line 2: Room 234 City: Anytown State: LA Zip Code:	*Status: Reference Initiated Submitted Date: *Shipping Method: FedEx Shipping Account #: BR549 *Records Center: FRC - Philadelphia
--	--	---	--

This field represents the **Records Center** that will receive the request. If you are authorized to submit requests to multiple records centers, this field will contain a drop-down list for selection of the appropriate records center.

Comments:

Back **Continue**

Internet

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Home Records Transfers Dispositions **Reference Requests** Interfiles Refiles Application Help

*Reference Request #: ARR1-77903801 *Record Group: 015 Agency: Department of Veterans Affairs *Last Name: GREENLEE First Name: DON Charge Account: 09899999 *Nature of Service: Temporary Loan of R *Service Level: Standard	Request Category: Transfer Records Transfer #: PT-015-2008-000817 Container #: 2 Case/File Information: John Smith Claim folder Whole Container: ☐ # Of Units: 1 Security Classification Type: Standard Security Classification:	*Recipient Name: Sam Smith *Address Line 1: 123 S 5th Street Address Line 2: Room 234 City: Anytown State: LA Zip Code: 63123 Country: USA Phone#: Fax#:	*Status: Reference Initiated Submitted Date: *Shipping Method: FedEx Shipping Account #: BR549 *Records Center: FRC - Philadelphia
--	---	--	--

Comments:

If needed, enter Comments about this request.

Internet

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions **Reference Requests** Interfiles Refiles Application Help

015

Agency:
Department of Veterans Affairs

***Last Name:**
GREENLEE

First Name:
DON

Charge Account:
09899999

***Nature of Service:**
Temporary Loan of R

***Service Level:**
Standard

PT-015-2008-000817

Container #:
2

Case/File Information:
John Smith Claim folder

Whole Container:
☐

Of Units:
1

Security Classification Type:
Standard

Security Classification:

123 S 5th Street

Address Line 2:
Room 234

City:
Anytown

State:
LA

Zip Code:
63123

Country:
USA

Phone#:

***Shipping Method:**
FedEx

Shipping Account #:

***Records Center:**
FRC - Philadelphia

Comments:

Animation
(70 x 70)
(X:40; Y:370)

Animation

Save and Finish Later Cancel

Continue to Review and Submit

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Back Continue

Internet

The reference request is now ready for submission.
At this point, you can **Save and Finish Later**, or
Continue to Review and Submit the request.

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The fields marked with * are required fields.
 Please do not use **Browser Back Button**. Use the Back Buttons in the forms whenever possible.
 Please review the Reference Request prior to submitting.
 Check **Application Help** section for more guidelines on how to create a Reference Request.

Reference Request

EditSave and Finish Later

Submit

Click on "Edit" to update the Reference Request.
 Click on "Save and Finish" to continue later.
 Click on "Submit" to submit the reference request.

Request Details	Reference Details	Shipment Details	Status Details
Reference Request #: ARR1-77903801	Request Category: Transfer	Recipient Name: Sam Smith	Status: Reference Initiated
Record Group: 015	Records Transfer #: PT-015-2008-000817	Address Line 1: 123 S 5th Street	Submitted Date:
Agency: Department of Veterans Affairs	Container #: 2	Address Line 2: Room 234	Shipped Date:
Last Name: Greenlee	Case/File Information: John Smith Claim folder	City: Anytown	Reason Not Found:
First Name: Don	Whole Container: No	State: LA	Not Found Comments:
Charge Account: 09899999	# Of Units: 1	Zip Code: 63123	Shipping Method: FedEx
Nature of Service: Temporary Loan of Records	Security Classification Type: Standard	Country: USA	Shipping Account #:

Done

Internet

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HomeRecords TransfersDispositionsReference RequestsInterfilesRefilesApplication Help

Reference Request

EditSave and Finish Later

Submit

Click on "Edit" to update the Reference Request.

Click on "Save and Finish" to continue later.

Click on "Submit" to submit the reference request.

Request Details	Reference Details	Shipment Details	Status Details
Reference Request #: ARR1-77903801	Request Category: Transfer	Recipient Name: Sam Smith	Status: Reference Initiated
Record Group: 015	Records Transfer #: PT-015-2008-000817	Address Line 1: 123 S 5th Street	Submitted Date:
Agency: Department of Veterans Affairs	Container #: 2	Address Line 2: Room 234	Shipped Date:
Last Name: Greenlee	Case/File Information: John Smith Claim folder	City: Anytown	Reason Not Found:
First Name: Don	Whole Container: No	State: LA	Not Found Comments:
Charge Account: 09899999	# Of Units: 1	Zip Code: 63123	Shipping Method: FedEx
Nature of Service: Temporary Loan of Records	Security Classification Type: Standard	Country: USA	Shipping Account #:
Service Level: Standard	Security Classification:	Phone#:	Records Center: FRC - Philadelphia
		Fax#:	

Done

Internet

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HomeRecords TransfersDispositionsReference RequestsInterfilesRefilesApplication Help

Click on **Exit** to update the reference request.

Click on **"Save and Finish"** to continue later.

Click on **"Submit"** to submit the reference request.

Request Details	Reference Details	Shipment Details	Status Details
Reference Request #: ARR1-77903801	Request Category: Transfer	Recipient Name: Sam Smith	Status: Reference Initiated
Record Group: 015	Records Transfer #: PT-015-2008-000817	Address Line 1: 123 S 5th Street	Submitted Date:
Agency: Department of Veterans Affairs	Container #: 2	Address Line 2: Room 234	Shipped Date:
Last Name: Greenlee	Case/File Information: John Smith Claim folder	City: Anytown	Reason Not Found:
First Name: Don	Whole Container: No	State: LA	Not Found Comments:
Charge Account: 09899999	# Of Units: 1	Zip Code: 83123	Shipping Method: FedEx
Nature of Service: Temporary Loan of Records	Security Classification Type: Standard	Country: USA	Shipping Account #:
Service Level: Standard	Security Classification:	Phone#:	Records Center: FRC - Philadelphia
		Fax#:	
Comments: As Required			

Done

Internet

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Reference Request

EditSave and Finish Later

Submit

Click on "Edit" to update the Reference Request.

Click on "Save and Finish" to continue later.

Click on "Submit" to submit the reference request.

Review the request. If corrections are needed, click the **Edit** button; if OK then click the **Submit** button.

Request Details	Reference Details	Shipment Details	Status Details
Reference Request #: ARR1-77903801	Request Category: Transfer	Recipient Name: Sam Smith	Status: Reference Initiated
Record Group: 015	Records Transfer #: PT-015-2008-000817	Address Line 1: 123 S 5th Street	Submitted Date:
Agency: Department of Veterans Affairs	Container #: 2	Address Line 2: Room 234	Shipped Date:
Last Name: Greenlee	Case/File Information: John Smith Claim folder	City: Anytown	Reason Not Found:
First Name: Don	Whole Container: No	State: LA	Not Found Comments:
Charge Account: 09899999	# Of Units: 1	Zip Code: 63123	Shipping Method: FedEx
Nature of Service: Temporary Loan of Records	Security Classification Type: Standard	Country: USA	Shipping Account #:
Service Level: Standard	Security Classification:	Phone#:	Records Center: FRC - Philadelphia
		Fax#:	

BackContinue

Done

Internet

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Successful Submission

Your reference request has been submitted successfully and will be processed by a NARA Representative as quickly as possible.

Reference Request #:ARR1-77903801

Go To Home Page

You will receive a message indicating your request was submitted for processing.

Reference Request

Request Details	Reference Details	Shipping Details	Status Details
Reference Request #: ARR1-77903801	Request Category: Transfer	Recipient: Sam Smith	Status: Reference Received
Record Group: 015	Records Transfer #: PT-015-2008-000817	Address Line 1: 123 S 5th Street	Submitted Date: 09/06/08
Agency: Department of Veterans Affairs	Container #: 2	Address Line 2: Room 234	Shipped Date:
Last Name: Greenlee	Case/File Information: John Smith Claim folder	City: Anytown	Reason Not Found:
First Name: Don	Whole Container: No	State: LA	Not Found Comments:
Charge Account: 09899999	# Of Units: 1	Zip Code: 63123	Shipping Method: FedEx
Nature of Service: Temporary Loan of Records	Security Classification Type: Standard	Country: USA	Shipping Account #:
Service Level: Standard	Security Classification:	Phone#:	Records Center: FRC - Philadelphia
		Fax#:	

BackContinue

Done

Internet

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Application Administration Personal Profile Log Out

Home Records Transfers Dispositions **Reference Requests** Interfiles Refiles Application Help

Successful Submission
Your reference request has been submitted successfully. Please check the status of your request as quickly as possible.

Reference Request #: ARR1-77903801

[Go To Home Page](#)

Reference Request

Request Details	Reference Details	Shipment Details	Status Details
Reference Request #: ARR1-77903801	Request Category: Transfer	Recipient Name: Sam Smith	Status: Reference Received
Record Group: 015	Records Transfer #: PT-015-2008-000817	Address Line 1: 123 S 5th Street	Submitted Date: 09/06/08
Agency: Department of Veterans Affairs	Container #: 2	Address Line 2: Room 234	Shipped Date:
Last Name: Greenlee	Case/File Information: John Smith Claim folder	City: Anytown	Reason Not Found:
First Name: Don	Whole Container: No	State: LA	Not Found Comments:
Charge Account: 09899999	# Of Units: 1	Zip Code: 63123	Shipping Method: FedEx
Nature of Service: Temporary Loan of Records	Security Classification Type: Standard	Country: USA	Shipping Account #:
Service Level: Standard	Security Classification:	Phone#:	Records Center: FRC - Philadelphia
		Fax#:	

Done Internet

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My Reference Requests

Reference Request - In Progress
Provides the ability to initiate a Reference Request that will be processed by the FRC. Reference Requests that were created by you while having a "Reference Request - In Progress" status will be visible in the "Reference Requests - In Progress" list applet.

- Select **"New Reference"** to initiate a new Reference Request.
- Select **"Query"** to query for a specific Reference Request.
- Select **"Copy Reference Request"** to copy a Reference Request. If you select this option, you may copy a Reference Request that was initiated by you.

Reference Requests - In Progress

New Reference
Query

ARR1-77139213

Case/File:

Standard

To : [REDACTED]

LIBERTY CENTER, SUITE 970, 1001 LIBERTY AVENUE
PITTSBURGH, PA, 15222, USA

Location: PHL-01-0C-050-2-018-02-004 **08/05/2008**

Transfer #: P118-05-0201-PPA **Box #: 2**

Asset #: AAC1-407115 **Whole : Y All : N**

Transfer **Temporary Loan of Records**

USPS N/A

Records Transfer	Submitted Date	Copy Reference Request
Philadelphia	09/06/08	
Philadelphia	09/04/08	
Philadelphia	08/29/08	
Philadelphia	08/29/08	
Philadelphia	08/29/08	

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