Queensland Government
Queensland State Archives

FILE ISSUE SERVICES

Phone : 07 3131 7725
Fax : 07 3131 7765

Delivery address 435 Compton Road Runcorn Qld 4113
Postal address PO Box 1397 Sunnybank Hills Qld 4109
E-mail address fileissue.qsa@archives.qld.gov.au

FILE ISSUE REQUEST FORM

Name: [1] ..... Department: .....

Phone: ..... Section/Branch: .....

Fax: ..... Date : ……. ……

QSA ITEM REFERENCE NUMBER [2]	DESCRIPTION OF RECORD (TITLE, DATE, FILE NUMBER, BOX NUMBER) [3]	QSA OFFICE USE ONLY

Note: Public authorities are requested to return permanent archival records within 30 days.

Received by: ....
(Signature) (Print name) (Date)

[1] Name of authorised staff member requesting records
2 Examples: Item ID 987967; SRS4694/1/45; TR1792/1
3 Examples: Inquest 2015/1969; APL 200 Box 10