



## Off-Site Retrieval Request

The Rooms Provincial Archives

P.O. Box 1800, Station C, St. John's, NL, A1C 5P9

Phone: 709-757-8030 Fax: 709-757-8031

**Some of the records held by the Provincial Archives are located in an off-site storage facility.**

**Off-site records requested by clients for use in the The Rooms Provincial Archives will be retrieved on Mondays. Requests must be received by Reference Desk staff before 5:00 p.m. on Saturday. Records retrieved on Monday will be available to researchers starting on Tuesday morning. Arrangements may be made to hold off-site records at The Rooms while research is ongoing.**

**Please Print**

**Name:**

**Telephone #:**

**Researcher #:**

**Date of Request:**

**Staff Use Only**

Date records retrieved:

Retrieval staff:

Date records can be returned:

