

Sinclair Community College  
**Request for On-Campus Records Loan/  
 Return to Office (R4 Form)**

Request Type:	
Temporary Loan	Indefinite Return to Office

This form ensures that persons requesting access to records in the Archives & Records Center are authorized users. The form also documents the reference activities pertaining to records and allows the Records Manager to track items borrowed from storage. Offices may also use this form when records must be returned to the department for administrative purposes. **Archival materials can only be reviewed the Records Center or Archives.** For assistance, call ext. 2319, or email [shelby.beatty1@sinclair.edu](mailto:shelby.beatty1@sinclair.edu).

Department \_\_\_\_\_ Division \_\_\_\_\_

Person Completing Form Name \_\_\_\_\_ Ext. \_\_\_\_\_ Date \_\_\_\_\_

Unit Manager/Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
*(Approval Signature)*

Records Manager \_\_\_\_\_ Date \_\_\_\_\_  
*(Approval Signature)*

Instructions	
<b>Description of Materials Being Requested</b>	List records in storage that you need to view. Use separate rows for each record being requested
<b>Span Dates of Records</b>	Indicate approximate inclusion dates (start/end dates) of the records you are requesting.
<b>Location</b>	Records Manager will fill in the Records Center location to ensure items are returned to their appropriate location.

Description of Material Being Requested	Span Dates of Records	Location <i>(Records Manager will fill in)</i>

