

## **BUSINESS RECORDS CENTER**

OFF-SITE RECORDS MANAGEMENT 1130 NE 28<sup>TH</sup> AVENUE – PORTLAND, OREGON 97232 Mailing Address: PO Box 12127, Portland, Or 97212 Email: info@businessrecordctr.com

Email: info@businessrecordctr.com Phone 503-284-4323 FAX 503-284-1754

- Business Records/Files
- Computer tapes, Disks and Microfiche
- Fireproof Vaults
- Permanent Archives Storage
- Pick-Up and Delivery
- Computerized Reports
- Records Management Consultation

## **Request Form**

## Please type or print legibly

Client Account No.	
File No. or File Name	Requested By* (required) First & Last Name

\*To request delivery of company records or a pick-up of company an employee must have prior written authorization. Requests from persons not included on the Access Authorization form in the BRC files will not be processed, and the appropriate authority within the company will be notified immediately.

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