



## Archives Request Form

Please note that Archive requests from Community members external to Damascus College can take 1-2 weeks to complete. Archive requests by current Damascus College staff can take up to 1 week to complete, depending on difficulty of request.

Please return to Natasha Adam: [archives@damascus.vic.edu.au](mailto:archives@damascus.vic.edu.au)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Item in Request: \_\_\_\_\_

\_\_\_\_\_

Reason for wanting item: \_\_\_\_\_

\_\_\_\_\_

Preferred Date of Item Return: \_\_\_\_\_

Connection to College:

Alumni:

Past Student:

Past Staff:

Past Parent:

Current Staff:

Other: \_\_\_\_\_

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### FOR OFFICE USE ONLY

Notes on Archival Search: \_\_\_\_\_

\_\_\_\_\_

Person completing search: \_\_\_\_\_

Date Search Completed: \_\_\_\_\_

Date Item Returned: \_\_\_\_\_