



MAINE STATE ARCHIVES
 84 State House Station, Augusta, ME 04333-0084
 Tel. (207) 287-5792 or 5794; recordscenter.archives@maine.gov

APPLICATION FOR RECORDS CENTER USE CARDS

Records Officer Designation for Courts

Court Name (Please list all Superior/District courts you are responsible for):

(Records Officer) Court Clerk:	Mailing Address:	Phone:	Date:
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Personnel Authorized to Reference Agency Records

Name**	Mailing Address	Email	Specify (Add, Update, Delete)	
			Telephone	Records Officer, Assistant, Cardholder
				<input type="checkbox"/> Add <input type="checkbox"/> Up <input type="checkbox"/> D <input type="checkbox"/> RO <input type="checkbox"/> A <input type="checkbox"/> C
				<input type="checkbox"/> Add <input type="checkbox"/> Up <input type="checkbox"/> D <input type="checkbox"/> RO <input type="checkbox"/> A <input type="checkbox"/> C
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				<input type="checkbox"/> Add <input type="checkbox"/> Up <input type="checkbox"/> D <input type="checkbox"/> RO <input type="checkbox"/> A <input type="checkbox"/> C

**Please do not request a card for an employee against the immediate (Records Officer) Court Clerk's wishes. Verifying the (Records Officer) Court Clerk's approval is the requesting Applicant's responsibility, not that of Records Management.