



ALABAMA DEPARTMENT OF ARCHIVES & HISTORY

Alabama Media Group Reference Request

To submit a reference request for specific images from the Alabama Media Group Collection, send this form to meredith.mcdonough@archives.alabama.gov. All requests must include at least a **description**, **year**, and **newspaper**.

REFERENCE FEE: \$20 per 30 minutes of research (includes one digital image)

DO NOT include payment information when submitting this form. Staff will contact you for that before performing any research, and they will follow up with the results and total charge after searching the collection.

CUSTOMER DETAILS			
Name _____			
Address _____			
City _____	State _____	ZIP code _____	
Email _____	Telephone _____		

REQUEST DETAILS			
SLEEVE NUMBER	DESCRIPTION	DATE	NEWSPAPER

STAFF USE ONLY				
Date Received	Date Filled	Total Time	Total Cost	Staff Initials
NOTES:				
PAYMENT INFORMATION				
Card Type	Number	Expiration	Name	