

Item Approval Request List

A. Customer/Researcher Information			
Customer Name/Preferred Contact		Date Submitted	
Company Name			
Street Address			
City	State	Zip /Mailing Code	Country
Telephone	Facsimile (FAX)	E-Mail	

NWCS Use Only	
Order Number	Assignee/Date

B. INSTRUCTIONS: Complete boxes B1, B2, and B3. We cannot “approve” incomplete listings. **NOTE:** “Pending” codes: “**T**”=Intermediate exists; “**P**”= no intermediate; “**2**” = requires written permission from donor, donor’s representative, or copyright, or copyright holder’s representative to reproduce.

1. Local identifier & reel number (THESE MUST BE IN NUMERICAL SEQUENCE / REELS MUST BE ON A SEPARATE LINE)	2. Title/Subject	16 mm	35 mm	VT	Archival Format (that NARA will provide to vendor)	Running Time	3. Customer Copy Format (e.g. betaSP, digibeta, dvcam, HD, digital video files, etc.)	Approval And Pending Codes	

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