



Withdrawal of archives by transferor or depositor

To East Sussex Record Office
 The Maltings
 Castle Precincts
 Lewes BN7 1YT

 Phone 01273 482359

I wish to withdraw, for a period not exceeding 6 months, the records listed below, which were deposited/transferred by me/my organisation. I undertake to return them as soon as possible and within the time specified. I promise to keep them safely and to notify the Record Office if any document is altered or added to during its period in my custody.

1. Description and references of documents

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2. Date for return of records

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Signed		Date	
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Name (capital letters please)	
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Organisation and department	
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Address	
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Home phone		Work phone	
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For office use only

Date for issue of reminder Done

Records returned