

Nixon Presidential Materials Staff
 National Archives and Records Administration
 8601 Adelphi Road
 College Park, MD 20740

Item Approval Request List

Nixon Presidential Materials

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A. Customer/Researcher Information			
Preferred Contact Person			Date Submitted
Name/Company Name			
Street Address			
City	State	Zip/Mail Code	Country
Telephone	Fax		E-Mail

For NLNP Office Use Only	
Control Number	Assigned To/Date
For Vendor Use Only	
Company Name	
Reviewed By	Date

B. INSTRUCTIONS: Provide <u>complete</u> information for boxes A, B1 and B2. We cannot approve incomplete listings. NOTE: "Pending" codes: "1" = needs intermediate; "2"=restricted; "3"=projection print; "4" projection print for film transfer, video intermediate required							
1. File/ID Number	2. Subject	3. Type of Copy Wanted	Intermediate Format	Archival Format	Running Time/ Footage Count	Approved	Pending (above)

ABOUT THE PROCESSING OF YOUR REQUEST

The list has been assigned a "control number." This number is used to track the request through the order process.

- A number "1" in an item's "Pending" column, show that there is no intermediate copy currently available for the item.
- A number "2" in an item's "Pending" column, indicates that there is some restriction on the item.
- A number "3" in an item's "Pending" column, indicates that the projection print will be used as the intermediate for film to film printing.
- A number "4" in an item's "Pending" column indicates that a projection print will be used as the intermediate for film to videotape transfer, and that a videotape intermediate must be created simultaneously at the researcher's expense.

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**CONTINUATION SHEET
ITEM APPROVAL REQUEST LIST
NIXON PRESIDENTIAL MATERIALS**

Name/Company Name	Control Number	Page ____ of ____
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