



Archives Request Form

Please note that Archive requests from Community members external to Damascus College can take 1-2 weeks to complete. Archive requests by current Damascus College staff can take up to 1 week to complete, depending on difficulty of request.

Please return to Michelle Veldhuis : archives@damascus.vic.edu.au

Date: _____

Name: _____

Address: _____

Phone: _____

Email Address: _____

Item in Request: _____

Reason for wanting item: _____

Preferred Date of Item Return: _____

Connection to College:

Alumni:

Past Student:

Past Staff:

Past Parent:

Current Staff:

Other: _____

FOR OFFICE USE ONLY

Notes on Archival Search: _____

Person completing search: _____

Date Search Completed: _____

Date Item Returned: _____