

Request Form – Library Collection

Mail To:

Williamson County Archives
P.O. Box 1006
Franklin, TN 37065-1006

Please call 615-790-5462 and select
Option 2 if you have questions about
your request.

Please fill out the following information. Use this form to request photocopies from books in our genealogical library, newspaper articles, obituaries, and subject files.

Patron

Name _____

Address _____

City/State _____

Zip Code _____

Phone Number _____

Email _____

Copies Requested (List book title, newspaper name/date, or folder on the lines below)

Payment & Mailing

-Each request is \$0.15 per page.

Please call the Archives before sending payment to ensure the amount is correct.

-Make checks/money orders payable to the Williamson County Archives.

-Mail the Request Form and check/money order to the mailing address above.

-The photocopies will be mailed to you after payment and the Request Form have been received.

Internal Use Only

Staff Initials _____

Date Received _____

Email

Mail

Online Form

Phone

Date Payment Received _____

Date Patron Notified _____

Date Delivered _____

Method of Delivery _____