



# Sitka History Museum

210 Seward Street • Sitka, Alaska

Phone: (907) 747-6455 • Fax: (907) 747-6588

Email: [KristyGriffin@sitkahistory.org](mailto:KristyGriffin@sitkahistory.org) Website: [www.sitkahistory.org](http://www.sitkahistory.org)

## Research Request Form

To expedite your request, please fill out, sign, and return this form to us via mail, fax, or email. We will respond to your request within seven to ten business days after receiving your request form. The first 30-minutes of research are free. If your request is determined to require more than 30 minutes, you will be contacted to determine whether to proceed further. Research fees are listed on page 2 of this form.

Name:

Date:

Address:

City:

State:

Zip/Postal Code:

Country:

Telephone:

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Affiliation:

Date Information Needed:

Purpose of Request:  Academic Research     Publication Preparation     Family History/Genealogy  
 Media (Documentary, Film, etc.)  
 Other:

**Research Request** (Please be as specific as possible including, names, dates, and locations):

**Image Request** (Please include source of image, link to image, title, etc.):

**Please describe the nature and goals for your research:**

**If you have done any preliminary research, please list the sources and organizations already consulted:**



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**Archives & Collections Research:** First 30 minutes is free; then \$40/hour up to 5 hours; \$50/hour after 5 hours

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Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
Kristy Griffin, Curator of Collections and Exhibitions

Please complete and return to Curator of Collections and Exhibitions, Sitka History Museum, 210 Seward Street, Sitka, AK 99835 or email to [KristyGriffin@sitkahistory.org](mailto:KristyGriffin@sitkahistory.org).

## OFFICE USE ONLY

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