

**The CENTER for  
SOCIAL JUSTICE & CIVIL LIBERTIES  
RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**Archive Request Form**

Please fill out this form to visit our archive room and/or access materials related to the Miné Okubo Collection. There is **no fee** to visit The Center for Social Justice & Civil Liberties or receive the archive materials.

Please note that the drawings that appear in *Citizen 13660* are at the Japanese American National Museum. The archive materials have not been uploaded to our website. We will try our best to find items related to your request, but unfortunately, we may not have the items that you requested.

Be sure to make your request for documents or to visit the archive room at least **eight weeks in advance** of the date you need the documents or plan on visiting the archive room. \*Required

1. Please enter your first and last name: \*

2. Email address: \*

3. Phone number: \*

4. If you are affiliated with an institution, please list it here:

5. Will you be visiting the archive room in-person? \*

☐ Yes.

☐ No.

6. If so, when do you plan on visiting our archive? Please give multiple possible dates **at least eight weeks in advance: \***

7. If you do not plan on visiting the archive room and you want us to e-mail the materials, please give us the due date **at least eight weeks in advance:** \*

8. Please list the names of any additional guests accompanying you on your visit:

9. How long will your visit be? (hours/time) \*

10. Describe your research request or why you wish to visit the archive \*

11. Please review and mark each of our archive room guidelines \*

☐ Requests for materials or to visit the archive room must be made **at least eight weeks in advance** of the date I need the documents or plan on visiting the archive room.

☐ I understand that **no food or drinks are allowed in the archive room.**

☐ I understand that we must wear the provided cotton gloves when handling archive materials.

☐ Unless stated otherwise, archive materials are to be cited as The Miné Okubo Collection, The Center for Social Justice & Civil Liberties, Riverside Community College District.

12. List any additional questions, accommodations, or comments you have here. \* We look forward to your visit!

**For Staff Only:** \_\_\_\_\_

Date received: \_\_\_\_\_

Received by: \_\_\_\_\_