

**Interim Designation of Agent to Receive Notification  
of Claimed Infringement**

**Full Legal Name of Service Provider:** Richards & Richards Office Records Management, Inc.

**Alternative Name(s) of Service Provider (including all names under which the service provider is doing business):** \_\_\_\_\_

**Address of Service Provider:** 1741 Elm Hill Pike, Nashville, TN 37210

**Name of Agent Designated to Receive Notification of Claimed Infringement:** R. Stephen Richards

**Full Address of Designated Agent to which Notification Should be Sent (a P.O. Box or similar designation is not acceptable except where it is the only address that can be used in the geographic location):**  
1741 Elm Hill Pike, Nashville, TN 37210

**Telephone Number of Designated Agent:** 615-242-9600

**Facsimile Number of Designated Agent:** 615-242-2100

**Email Address of Designated Agent:** steve@richardsandrighards.com

**Signature of Officer or Representative of the Designating Service Provider:**

Date: 8/1/2011

**Typed or Printed Name and Title:** R. Stephen Richards, President & CEO

**Note: This Interim Designation Must be Accompanied by a Filing Fee\* - \$105 / *filing fee***  
**Made Payable to the Register of Copyrights.**

**\*Note: Current and adjusted fees are available on the Copyright website at [www.copyright.gov/docs/fees.html](http://www.copyright.gov/docs/fees.html)**

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