**Content Manager Guidance** 

## **Retrieve a Box from the Records Center**

This is guidance for how to request delivery of a Box from the Records Center.

ger - [Kecords - Empty list - Filtered - 356 Records]					
SEARCH VIEW	MANAGE ADMINISTRATION				
Folder Box Saved Search Search Searches	Browse by Search Category History	123 R R C Count Refine Save Refresh Search Search As Search	Image: Second state		
Search Records	Search Location:	Tools	Re		
arch for	Search by	Matching criteria			
Records	✓ Record Number	CP1			
Record Number	Title (Free Text Part)	Cutoff Da	te Trigger Date Created		
B66496	1984 85 86 87 88	12/31/1988	01/07/2010		
B66497	1988, 89, 90	12/31/1990	01/07/2010		
B16576	2000 RECORDS	12/30/2000	01/07/2010		
🔳 B1061	003 DESTRUCTION LOGS		01/07/2010		
🗑 B1070	TION LOGS	Tag All Ctrl+A	01/07/2010		
🔳 B10439	200	Untag all Ctrl+U	01/07/2010		
<b>B</b> 384247	200 on Logs	invert all tags	01/14/2011 at 11:07 AM		
B427350	2010 to 2012 Records Center Physical	Copy Ctrl+C	07/27/2016 at 9:45 AM		
🖀 B1095	ACCESSION AND DESTRUCTION DATA	Clear Ctrl+Delete	01/07/2010		
🔳 B16856	DEST AUTH, CONFIRMATION REPORT		01/07/2010		
🔳 B16773	Destruction Authorizations (Metro)	Copy Link	01/07/2010		
🔳 B16774	Destruction Authorizations (Metro)	New 🕨	01/07/2010		
🖀 B11439	DISPOSITION LOGS - 2001	Search 🕨	01/07/2010		
🔳 B11440	DISPOSITION LOGS - 2002	Details	01/07/2010		
🔳 B8130	Disposition Logs 2006		01/07/2010		
🖀 B6963	DISPOSITION LOGS-2007	Security and Audit	01/07/2010		
🖀 B437140	Records Center Physical Disposition I	Locations	10/09/2018 at 10:55 AV		
🖀 B437141	Records Center Physical Records Disp	Requests •	😤 Retrieve - Temporary		
🖀 B433647	Mail Services Chargebacks and Billing	Workflow	Retrieve - Permanent		
🖀 B442230	Creating a new box	Communications	Pickup - New record		
🖀 B405546	Misc. ERMS Project files	Electronic +	Pickup - Return		
🖀 B405563	Misc. ERMS Project files	Archiving 🕨	Chan Danuata		
E447070	2018 Care Filer 1 10	Administrative Tools	Show Requests		

**1. Right click** on the box to request Refer to separate guidance on how to search for boxes

Pro Tip: to request more than one box at a time, tag each of them before proceeding. Be sure to accept "All Tagged Rows" and click "Yes to All".

2. Select Requests

3. Select Retrieve - Temporary

💭 New Request			×			
Details Notes						
Retrieve - Temporary						
B1061						
2003 DESTRUCTION LOGS						
From record home						
King County Records Center, Row 560, Shelf 3, Slot 7 (Space)						
To requestor						
Grover, Wayne		$\sim$	٩			
Priority						
Low			~			
Date Required						
01/24/2022 2:34:49 PM			5			
4						
OK		Help				

## 4. Click OK

Note: do **not** change the Priority or Date Required fields. The Records Center will process all box retrieval requests with the same priority-level.

Contact the Records Center at records.center@kingcounty.gov with any questions.



King County Records Management Program 206-477-6889 - <u>records.management@kingcounty.gov</u> <u>www.kingcounty.gov/recordsmanagement</u>