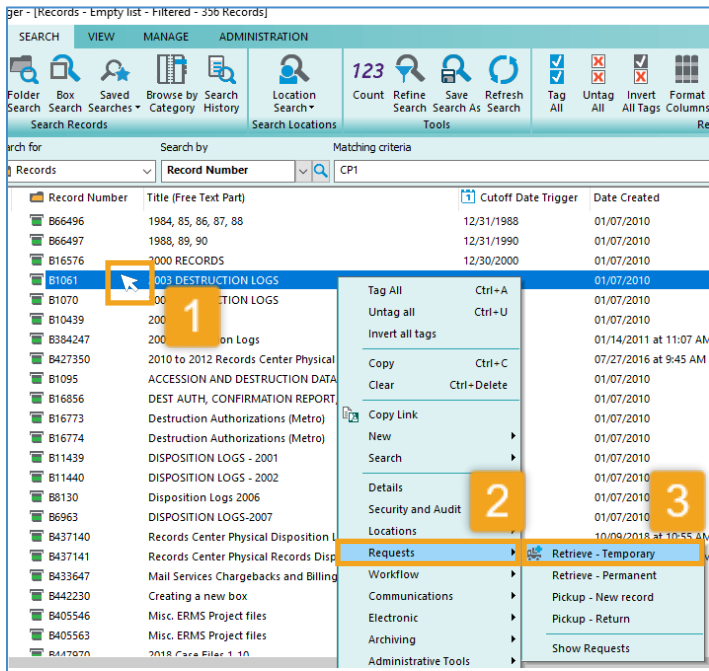




# Content Manager Guidance

## Retrieve a Box from the Records Center

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

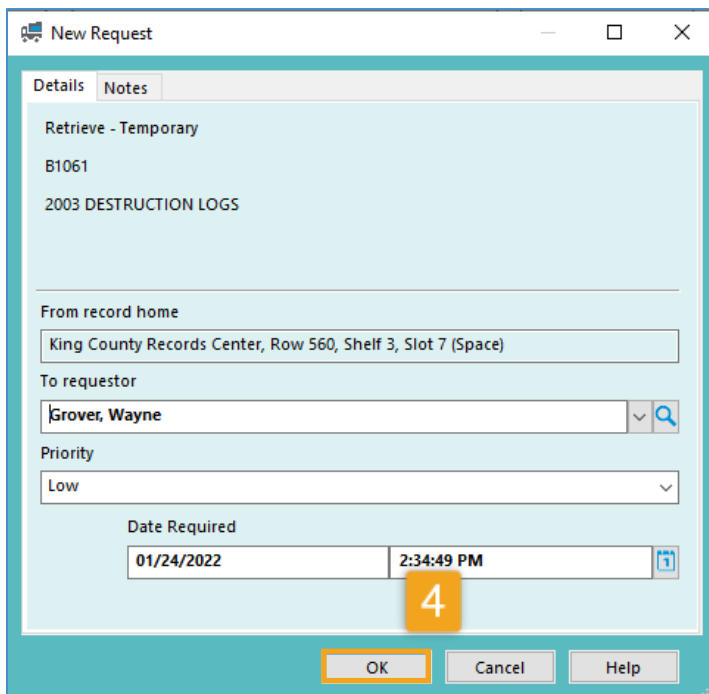


**1. Right click** on the box to request  
Refer to separate guidance on how to  
search for boxes

*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**



**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](mailto:records.center@kingcounty.gov) with  
any questions.



**RECORDS  
MANAGEMENT**

King County Records Management Program  
206-477-6889 - [records.management@kingcounty.gov](mailto:records.management@kingcounty.gov)  
[www.kingcounty.gov/recordsmanagement](http://www.kingcounty.gov/recordsmanagement)

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