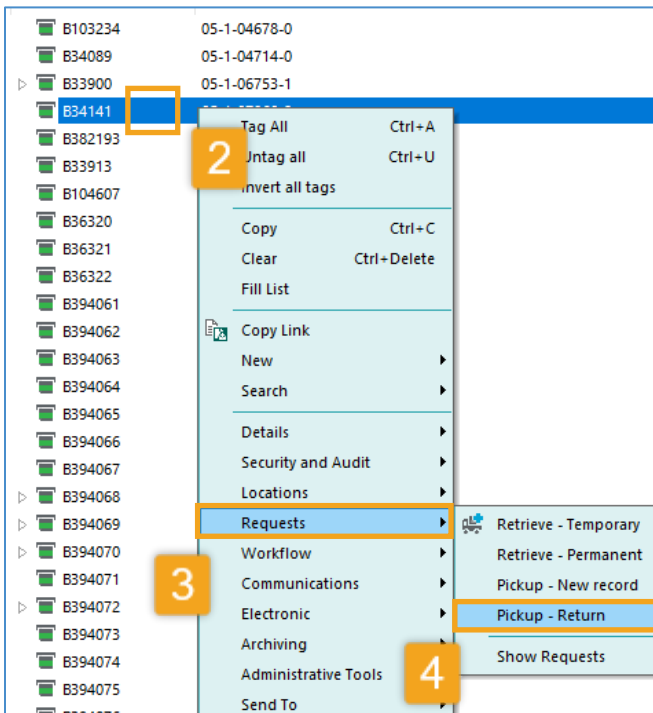




# Content Manager Guidance

## Return Records to Records Center

This is guidance for how to **Return a Box or Physical Folder** to the Records Center using Content Manager. This applies only to records that have been requested and circulated to your agency from the Records Center.



1. Open Content Manager (CM) and **locate** the record(s) to return. Refer to separate guidance on how to search for records.

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

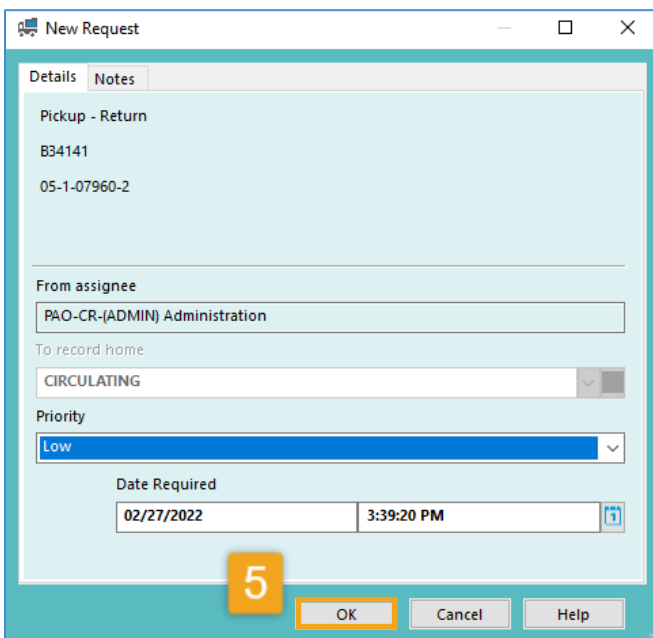
2. **Right click** on a record that is ready to be returned to the Records Center

3. Select **Requests**

4. Select **Pick-up - Return**

5. Click **OK**

*Do **not** change the Priority or Date Required.*



### Other Options to Return Records:

- Email [records.center@kingcounty.gov](mailto:records.center@kingcounty.gov) to request pick-up
- Deliver by agency internal courier service
- Return via inter-office mail to SPW-ES-0100 (for folders or limited number of boxes)

**Contact the Records Center** with questions:

206-263-2474 | [records.center@kingcounty.gov](mailto:records.center@kingcounty.gov)



**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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