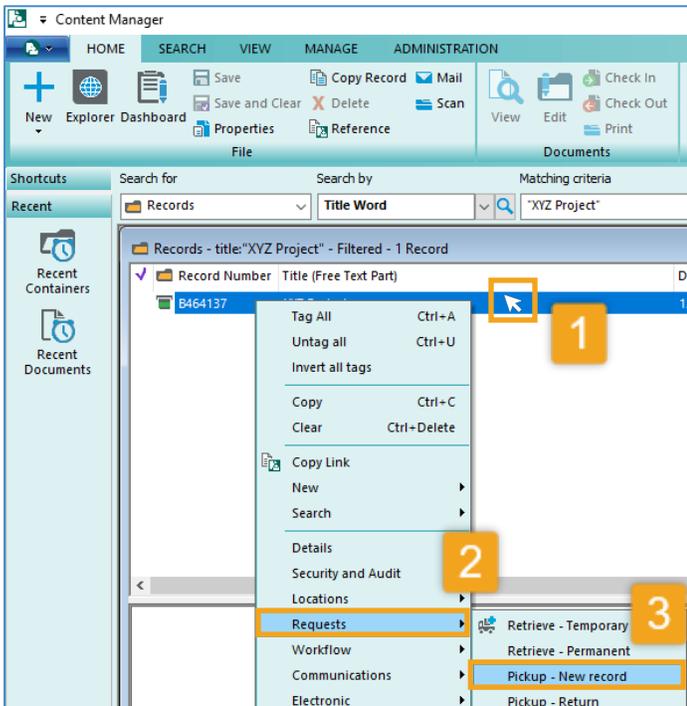




Content Manager Guidance

Send a Box to the Records Center

This is guidance for how use Content Manager to **Send a Box** to the Records Center.



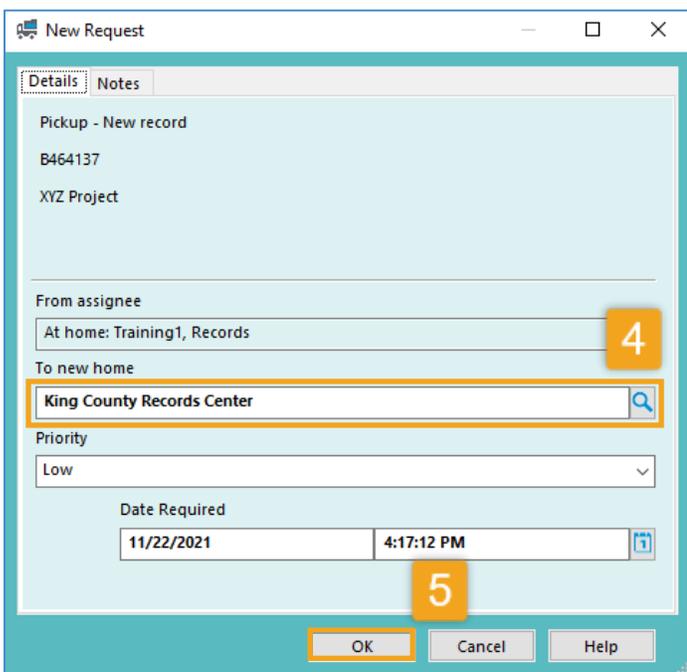
Important! Prior to requesting storage of boxes, the Cutoff Date **must** be entered. If the boxes do not have a Cutoff Date entered, refer to separate job aid **Edit a Box** to enter the date.

*Pro Tip: to send **more than one box** at a time, tag each of them before proceeding. Be sure to accept “All Tag Rows” and click “Yes to All”.*

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

2. Select Requests

3. Select Pickup – New record



4. In the “To new home” field type **King County Records Center**

(Note: after the first box request has been sent, a down arrow will appear to select the Records Center)

5. Click OK

Note: do **not** change the Priority or Date Required fields. The Records Center will process box pickup requests in the order received.

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

