This is guidance for how to retrieve a Box from the Records Center in Content Manager.

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

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 within one business day.

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