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

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 pick up requests in the order received.

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