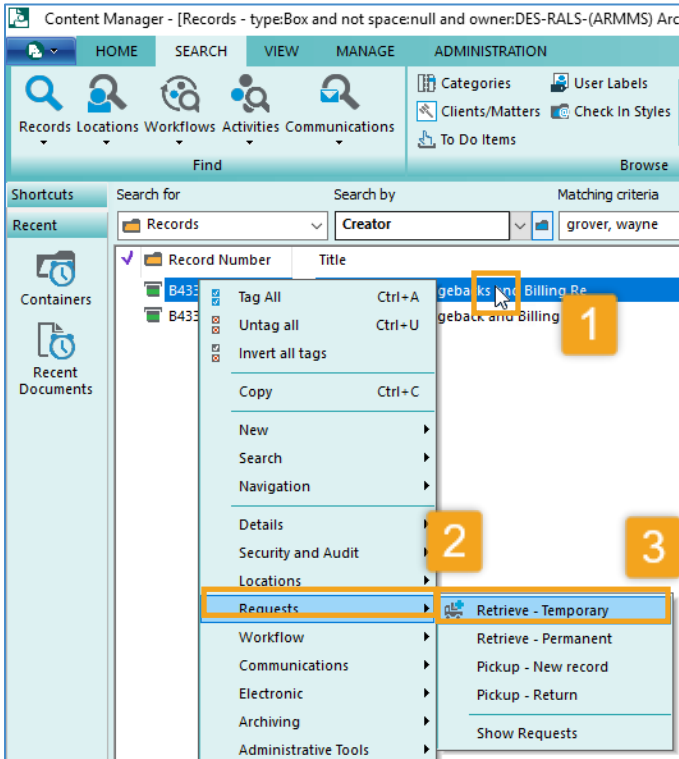




# Content Manager Guidance

## Retrieve a Box from the Records Center

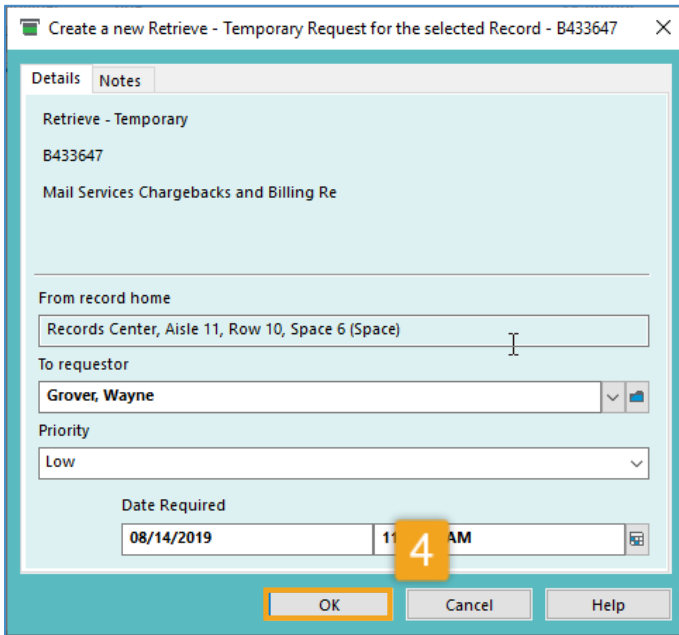
This is guidance for how to **retrieve a Box** from the Records Center in Content Manager.



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

