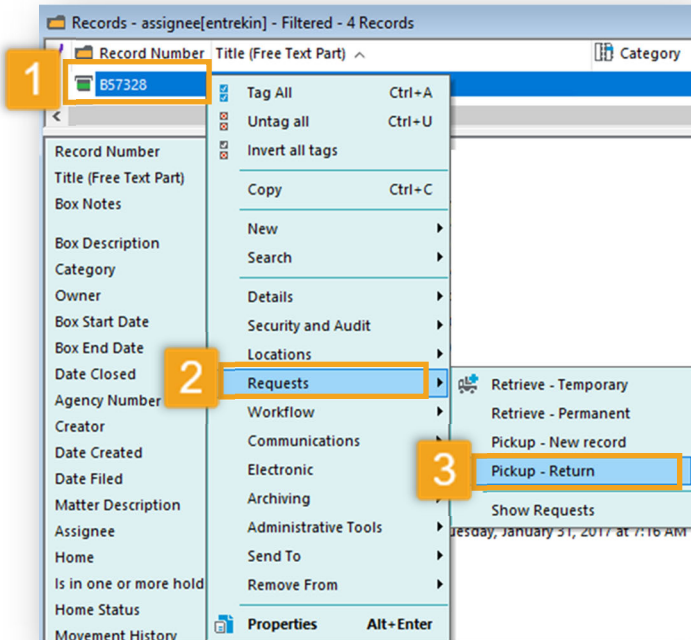


Content Manager Guidance

Return to Records Center – Physical Boxes and Physical Folders

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.

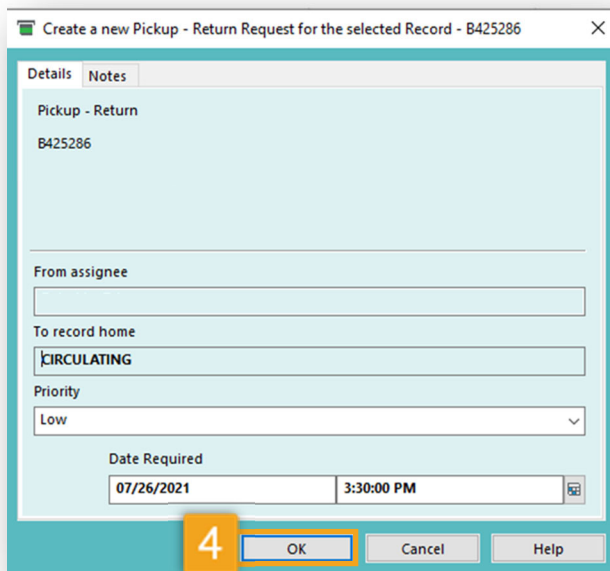


1. Right click on the box/physical folder that is ready to be returned to the Records Center

Refer to separate guidance on how to search for boxes and folders and/or perform actions on multiple records at one time.

2. Select Requests

3. Select Pick-up - Return



4. Click OK on the pop-up window

(The record number and title will appear under "Pickup – Return, the requester's name will be listed "From Assignee," and the "To record home" should be listed as "CIRCULATING".)

Other Options to Return Records:

- Email 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

