

Items (1-14) are as follows:

- 1. AGENCY - Write the name of your agency.**
- 2. LOCATION - Include street address, building name, and room number, if applicable.**
- 3. CITY & ZIP - Please provide this information.**
- 4. CUSTODIAN'S SIGNATURE - The signature of the agency director or in his or her absence, designee(s) / Records Management Coordinator(s).**
- 5. AGENCY CODE - This is the four character code that identifies your agency in the Records Management Computer Database. If you do not know your agency code, download the Department Listing of Agency Codes from the RCW or call the Records Center for assistance.**
- 6. DATE - The day the form is completed.**
- 7. REQUESTED BY - This is you, the Records Management Coordinator.**
- 8. PHONE # - The Records Management Coordinator's phone number. Do not put the main office number here.**
- 9. RC BOX# - This is the Records Center box number. This number will be found on the final copy of the appropriate Form**

**404-21 in the column labeled,
12a RC BOX #.**

- 10. CHECK HERE FOR ENTIRE BOX - If the entire box is needed, put a check mark in this box.**
 - 11. FOR AN INDIVIDUAL FILE - If only an individual file is needed from the box, put the file identifier here. EX. - If the files are filed in the Records Center box alphabetically, put the name of the file here. EX. - If the files have numbers assigned to them and were filed numerically in the Records Center box, put that file number here.**
 - 12. MICROFILM - If the request is to retrieve a roll of microfilm, put the location or drawer number here.**
 - 13. ROLL # - Put the identifying roll number here.**
 - 14. COMMENTS - This is for relevant information about the retrieval request, such as, the name of the person who will pick up the records, telephone notification, or how soon the records are needed.**
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- 2. The retrieval request form 404-25 may be faxed to the Records Center or sent via interoffice mail. The Fax number is 831-1438.**
 - 3. The bottom/right portion of this form is for use by Records Center staff. If requested in the comments section, you will be notified by the Records Center when the records are ready for pickup and the notification date will be entered on the Retrieval Request.**

