

## Harris County Records Center

### **RECORDS REQUEST FORM INSTRUCTIONS**

Use Records Center Form 292-004, Records Request Form to request delivery of boxes or files from the Records Center or to request information to be supplied by fax or telephone. Please indicate whether the withdrawal is Permanent (not to be returned to the same box) or Temporary.

Do not write in the "Location" and "Date Refiled" columns, or in the header area of the form. These areas are for the Records Center's use only. To facilitate refilling, please return the accompanying request form copy when you send the record back to storage.

### **INTERFILE OR REFILE FORM INSTRUCTIONS**

Use Records Center Form 292-016, Records to be Interfiled or Refiled Form to send attachments to the Records Center to be placed into existing boxes or files. The use of this form is **mandatory** for interfiles, i.e., for new files or documents to be merged into boxes already at the Records Center.

You may also use this form when returning records checked out from the Records Center. However, we would prefer that you send the request copy of the Records Request Form which accompanied the record when we sent it to you.