

# HARRIS COUNTY RECORDS CENTER

## RECORDS RETRIEVAL AND RETURN

### REQUESTING RECORDS FROM THE RECORDS CENTER

Retrieval of and access to records stored in the Records Center is restricted to the office of origination. Records may be accessed by other agencies but only with the prior approval of the office of origination. Records will be sent to the requester via van, fax, e-mail, inter-office mail, or they may be viewed at the Records Center.

#### Step 1: Review the Records Storage Form

You will need to refer to your copy of the Records Storage Form to locate the records that you want to request.

#### Step 2: Make Request

The Records Requests Form may be faxed to the Records Center at 713-437-4343 or e-mailed to: [Records.Center@itc.hctx.net](mailto:Records.Center@itc.hctx.net). Please include the following information:

- Requester's full name
- Department name
- Current date of request
- Requester's telephone number and extension
- Requester's Fax number
- Indicate if you want the original file delivered, a fax or e-mail copy, or telephone information
- Type of withdrawal
- Date & records title
- Case number or file identification
- Box or docket book number

If the records are to be viewed at the Records Center, call 713-368-0055 to schedule a time so that records will be ready upon your arrival. Walk-ins are discouraged.

### DELIVERY OF REQUESTED RECORDS

All items slated for delivery will be delivered to the requester's office by a Records Center staff member or via inter-office mail. Deliveries are made on the following schedule:

- Monday, Wednesday, and Thursday-Countywide Deliveries

- Tuesday and Friday-Downtown Locations Only (included Justices of the Peace and Constables)

Most requests submitted before 10:00 AM are delivered the same day. Requests submitted after 10:00 AM are delivered the next working day.

## **RETURNING RECORDS TO THE RECORDS CENTER**

All files may be returned to the Records Center via inter-office mail, delivered to the Records Center, or a staff member will pick up the file. Please label the sealed inter-office envelope clearly with "Records Center" and your name and office. Boxes will be picked up by the Records Center staff or you can return them. You may request a pickup for returning files or boxes to the Records Center using the following methods:

1. Fax a copy of the accompanying request form stating that the file is ready for pick up.
2. Email us at [Records.Center@itc.hctx.net](mailto:Records.Center@itc.hctx.net) stating that the file or box is ready for pick up.

**Note: We will pick up refiles at our convenience.**