



Content Manager (CM)

Records Hold Request Form

Use this form to apply holds to records in Content Manager. Holds can be placed on containers (boxes, folders) and not individual records. Records under a hold in Content Manager cannot be destroyed in consignments, they are preserved in their native format, and their retention period will be managed when the hold is lifted.

The Records Management Program does not monitor the status of holds. Records on hold are still in the agency's custody and it is their responsibility to perform their own searches and provide responsive records as needed.

Submit the completed form to records.management@kingcounty.gov. When the hold is lifted contact the Records Management Program with the hold name to remove the hold from the records.

ABOUT YOU	
Agency Name	
Request Date	
Name of Requestor (person submitting this request)	

ABOUT THE HOLD	
Select ONE hold type on the left and provide details about the hold. The name of the hold MUST be EXACTLY the same as the hold notice . Contact the Records Management for other types of hold not listed below.	
Litigation/Legal Hold Name, Case Number (copy & paste from notice issued from the Prosecuting Attorney's Office (PAO))	PAO Contact (lawyer, paralegal, etc.)
Public Records Act Request Name, Request Number (copy & paste from notice)	Public Records Officer
Other (including audits and government investigation):	



King County Records Management Program
 206-477-6889 – records.management@kingcounty.gov
www.kingcounty.gov/recordsmanagement



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RECORDS TO PUT ON HOLD

List the Content Manager Record Numbers for the boxes and digital folders to be put on hold. Box record numbers start with B. Digital folder record numbers start with DF.

**Content Manager
Record Number(s)**

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OTHER RESOURCES

- King County Legal Holds Compliance policy [LGL-15-1-1-EP](#)
- Records Management [hold guidance](#)
- Records Management [glossary](#)
- Content Manager [searching job aids](#)



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