

Procedure Title:	Archives Procedure: Requesting Records from Storage				
Procedure Number:	DHS-050-005-02	Version:	1.0	Effective Date:	12/06/2006

DHS Chief Administrative Officer
Approved By: (Authorized Signer Name)

12/06/2006
Date Approved

Procedure

Step	Responsible Party	Action
1.	Requestor	<p>To request an archive record(s):</p> <ul style="list-style-type: none"> Fill out the DHS 6628, DHS Records Archive Document Request form <p>* Note: Requested CAF Closed Cases are imaged unless the hard copy is specifically requested.</p> <ul style="list-style-type: none"> Email the request form as an attachment to dhs.archiving-services@dhsola.state.or.us, or Fax to (503) 378-4728, or Contact the DHS Archive Specialist for instructions by email dhs.archiving-services@dhsola.state.or.us or call at 503-378-4501 <p>*Note: If this is an urgent request, call the DHS Archive Specialist at (503) 378-4501 for assistance.</p>

For additional information and assistance see:

[Addendum 1, Archived Document Request Process Flow Chart](#)

Policy that applies:

[DHS-050-005, DHS Archives Policy](#)

Form(s) that apply:

[DHS 0276, Shipping Log for Closed Case Records](#) (Word)

[DHS 6625, Archive Storage Label](#) (Word)

DE6628, Archived Document Request ([Word](#)) or ([PDF](#))

Contact(s):

Name: Archive Specialist; **Phone:** 503-378-4501; **Email:** dhs.archiving-services@dhsola.state.or.us

Name: Deputy Administrator; **Phone:** 503-378-3528; **Email:** dhs.archiving-services@dhsola.state.or.us

Procedure History:

- **Version 1.0:**

- 05/30/2012 - Email address update
- 12/06/2006 - Initial Release

Keywords:

(List keywords here that might be used by someone to search for this policy on the internet)

