# Procedure Title: Archives Procedure: Requesting Records from Storage

<table>
<thead>
<tr>
<th>Procedure Number:</th>
<th>DHS-050-005-02</th>
<th>Version: 1.0</th>
<th>Effective Date: 12/06/2006</th>
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</thead>
</table>

**DHS Chief Administrative Officer** 12/06/2006

Approved By: (Authorized Signer Name) Date Approved

## Procedure

<table>
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<tr>
<th>Step</th>
<th>Responsible Party</th>
<th>Action</th>
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</table>
| 1.   | Requestor         | To request an archive record(s):
|      |                   | • Fill out the [DHS 6628, DHS Records Archive Document Request form](#).
|      |                   | • Note: Requested CAF Closed Cases are imaged unless the hard copy is specifically requested.
|      |                   | • Email the request form as an attachment to [dhs.archiving-services@dhsoha.state.or.us](mailto:dhs.archiving-services@dhsoha.state.or.us), or
|      |                   | • Fax to (503) 378-4728, or
|      |                   | • Contact the DHS Archive Specialist for instructions by email [dhs.archiving-services@dhsoha.state.or.us](mailto:dhs.archiving-services@dhsoha.state.or.us) or call at 503-378-4501
|      |                   | *Note: If this is an urgent request, call the DHS Archive Specialist at (503) 378-4501 for assistance. |

## 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@dhsoha.state.or.us](mailto:dhs.archiving-services@dhsoha.state.or.us)

**Name:** Deputy Administrator; **Phone:** 503-378-3528; **Email:** [dhs.archiving-services@dhsoha.state.or.us](mailto:dhs.archiving-services@dhsoha.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)