

DIGITAL ARCHIVE FILE REQUEST

Submit form to: DesignQuality@portseattle.org

All fields in each section are required. Incomplete forms will be returned to requester

****The use of and digital files from the archive is strictly governed by the "Port of Seattle Archive Files Disclaimer"*****

*****Please allow 48 hours for processing*****

CURRENT/ACTIVE PROJECT INFORMATION

Active project that the requested archive files are intended to inform. This information is required and necessary for project record documentation and time coding. If no WP# exists, please enter class/subclass where you would like the time charged.

Project Title:
Work Project (WP) #:
Port Tracking (PTN) #:
Class/Org (if no WP#):
Subclass (if no WP#):
Requested By:
E-mail:
Port Project Manager:

REQUESTED ARCHIVE PROJECT INFORMATION

Project files that are being requested from the digital archives.

Project Title(s):
Work Project (WP)#(s):
Port Tracking (PTN)#(s):
CAD Sheet #(s):
PDF Sheet #(s):

DESIGN QUALITY TEAM USE ONLY

Attach "Port of Seattle Digital Archive Files Disclaimer" to response. File this form and response in the EDMS project record.

Name:
Date of Response:
File Status:
Comments:

Available: <input type="checkbox"/> Unavailable: <input type="checkbox"/> Partial: <input type="checkbox"/>