

Records Retention Center

Schedule & Retrieval Location



Morning Requests:

Requests received by 10am will be available the same morning (unless in Archives).



Afternoon Requests:

Requests received by 3pm will be available the same day (unless in Archives).

Requests received after 3pm will be available the next business day.



Email Requests To:

Send all requests by email to the RecordsRetentionCenter@caltech.edu.

Drop-off/Pick-up Location:

The RRC In/Out Baskets are located in Keith Spalding 101 in the front Reception Area.

