

**RECORDS MANAGEMENT DIVISION  
HOURS OF OPERATION:**

**MONDAY - THURSDAY  
8:00 A.M. to 5:00 P.M.**

**CLOSED ON ALTERNATE FRIDAYS**

**FRIDAY & HOLIDAY CLOSURES through  
January 2019:**

**FRIDAY, SEPTEMBER 21<sup>st</sup>, 2018**

**FRIDAY, OCTOBER 5<sup>th</sup>**

**MONDAY, OCTOBER 8<sup>th</sup> (**Columbus Day**)**

**FRIDAY, OCTOBER 19<sup>th</sup>**

**FRIDAY, NOVEMBER 2<sup>nd</sup>**

**MONDAY, NOVEMBER 12<sup>th</sup> (**Veterans' Day**)**

**FRIDAY, NOVEMBER 16<sup>th</sup>**

**THURSDAY & FRIDAY, NOVEMBER 22<sup>nd</sup> & 23<sup>rd</sup> (**Thanksgiving**)**

**FRIDAY, NOVEMBER 30<sup>th</sup>**

**FRIDAY, DECEMBER 14<sup>th</sup>**

**MONDAY, DECEMBER 24<sup>th</sup> – TUESDAY, JANUARY 1<sup>st</sup>, 2019**

**(**Winter Holiday & New Years**)**

**FRIDAY, JANUARY 11<sup>th</sup>**

**MONDAY, JANUARY 21<sup>st</sup> (**Martin Luther King Day**)**

**FRIDAY, JANUARY 25<sup>th</sup>**