

**FILE FOLDER LISTING BY BOX
Instructions / Guidance**

Organize files by Record Category according to the Office File Plan – (i.e., ADM 02-07 Time and Attendance Leave Applications).

- 1) **BOX NO.** – number of boxes containing files of the same record series.
- 2) **DEPARTMENT** – organization / office that generated the records.
- 3) **FOLDER #** – sequential order in the box – front to back or by groupings: Folder 1 of 2
2 of 2
Folder 3
- 4) **FOLDER TITLE** – provide title as it appears on each folder, spell out acronyms and include file code.
- 5) **FOLDER DATES** – inclusive date range of each folder (i.e., 1/1/2013 – 1/31/2013).
- 6) **ADDITIONAL NOTES** – add specifics or comments regarding folder contents (i.e., final payment date of contract, folder inherited from another record holder).
- 7) **RM STAFF USE** – section to be used by Records Management Staff only.

☞ *Remember to retain a copy for your records* ☞