5. File and Maintenance Plan

What is a File Plan? A file plan that lists the records in your office and describes how they are organized and maintained.

Why is it necessary? A file structure based on the County's records retention schedules not only provides a logical way to organize your files but a way to easily dispose of them when they have met their retention requirements.

Create a file organization plan

- Goal:
  - File only the records that need to be filed to document work you/your office is responsible for
  - Organize the records in a way that allows everyone who needs access to the information to locate it quickly and easily
  - Organize the records in a way that facilitates their proper disposal
- Create a file organization plan to document your new file structure. (Optional file plan template)
- A good file plan should include:
  - Naming conventions, including Folder (or other categorization) title
  - Record series or category applicable to folder
  - Retention requirements (including cutoff)
  - Instructions for maintaining folder
  - Individual(s) assigned to maintain structure [optional]
  - Description of folder contents [optional]
- Contact Records Management (records.management@kingcounty.gov) if you need assistance or examples of these.
- Identify a point person(s) (generally a Records Management Lead) to ensure staff are informed of, and use the file structure correctly
- Review your drive and file records that become inactive at least once a year.
- Delete transitory records consistently as needed.

Create and stick with an ongoing maintenance plan

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