



### 3. File Planning and Moving Files

**What?** Review records management best practice for file planning. Plan out your new active records file system. Your new file system should be reorganized in a way that allows for records to be dispositioned according to their retention requirements and records management best practice.

**Why?** A clean, and records management friendly file system allows for the records to be accessible and identifiable while they are actively used. Proper organization also allows them to be dispositioned appropriately. Planning out and reorganizing your files in this way will allow you to accomplish this.

**Time?** 8-30 hours. Dependent upon current file organization and size.

#### 1) Plan the reorganization. First decide what your goal is:

- Begin with a clean slate and build an entirely new “clean” file structure and move active records into that? And then address inactive and passed-retention records identified on your file inventory review?  
Or,
- Reorganize and rename your current file folder structure to be more records management friendly? And then address inactive and passed-retention records?

#### 2) Your “clean” folder structure, or FILE PLAN should:

- Organize records at the top (parent folder) level to align as closely as possible with records series from your retention schedule.
- Your file inventory review (See Shared Drive Clean-Up Guide #2) should identify what record series are contained in each folder. Review if records should be moved and re-organized
- Parent folder names should clearly identify the contents of the folder and the record series.
- For example: Folder title can include the CM Category Code
  - **Project Files (ACO-02-001)**
  - **Budget Development Files (BUD-01-001)**
- Organize subfolders in a manner which allows for disposition. This is generally by record series cutoff.
  - Record series with a year-end cut off are organized by year end
  - Record series with variable cut offs (for example: case close, project completion, termination of employment, etc.) are organized to allow these dates to be identified and applied to the files, such as by project name, case identifier, employee name.

Example:

**Project Files (ACO-02-001)**

**ABC Project**

**XYZ Project**

**(Project Files CUT-OFF is “project close”. Project files should be arranged in a way that separates the records based upon the variable, per-project, cut-off.)**





### ***Financial Transactions General (FIN-01-001)***

***2019 Finance***

***2018 Finance***

***(Financial Transactions CUT-OFF is year end. General finance records should be arranged in a way that separates them at cut-off)***

This organization allows records to be grouped by series *and* cut-off, and then retention initiated upon the cut-off.

**3: Draw out your file plan. Additional file planning guidance is available on the Record Management website Resource Page, here: <https://www.kingcounty.gov/depts/records-licensing/records-management/resources.aspx>**

### **4. Move records to their correct file folders:**

- If you are creating an entirely new file structure build out your folders and then move only actively used records to the new folder structure. Inactive records should be filed to the Content Manager System.
- If reorganizing your current structure:
  - Reorganize your current structure so that is more closely aligns with record series
  - Rename the folders to identify both the contents and record series.
  - File inactive records to the Content Manager system.

### **5. File inactive records to Content Manager**

- Identify records that have met their cut-off but still have retention requirements.
- File these into their appropriate folders in Content Manager
- Contact the Records Management Program if your office does not have access to the electronic records module of CM.

