



5. File Organization and Maintenance Plan

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

Why? 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.

Time? 2-8 hours. Dependent upon size of file system

Create a file organization plan

- Why create a file plan? These are not required but may be helpful for several uses:
 - Identify how your file folders are named and organized
 - Standardizes filing processes for your office
 - Identify areas of responsibility, for example which work unit uses which folders.
 - Identify correct function of folders – what are they for and what records may go in them.
 - Identify record categories records belong in.
 - Identify when records should be review for filing into Content Manager
- Goal of file plans:
 - Ensure only the records that need to be filed to document County business are filed into shared file systems
 - Help to organize records in a way that ensures accessibility to the records
 - Organizes the records in a way that facilitates their proper and consistent disposition
- A good file plan should include:
 - 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](#) if you need assistance or examples of these.
- Identify a point person(s) (generally a [Records 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.

Train all staff on your file plan; make your file plan a standard operating procedure

