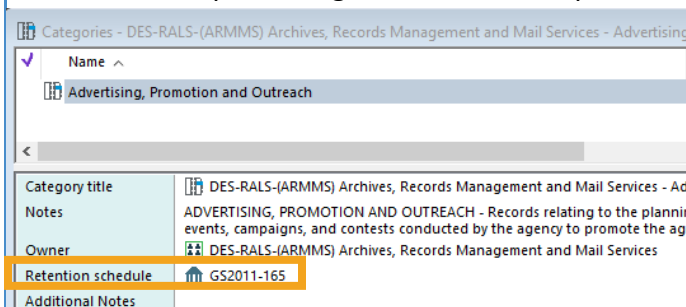# Content Manager Guidance
Category Guidelines

When creating Folders and Boxes, you choose which Category that container is assigned to. Any records filed within those containers inherit the same Category.

Categories are specific types of records and correspond to items on records retention schedules. The category associates the records with a specific legal retention period and determines how long the record will be kept before being destroyed or transferred to the King County Archives.

To see which categories you have access to, click **Search** and then **Browse by Category**. Then, click the **arrow/carrot** to the left of your agency name to display your categories. **Double click on a category.**
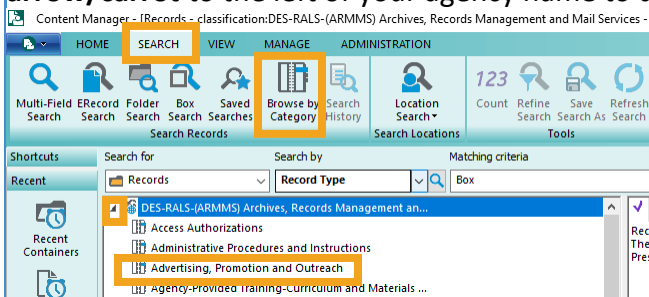
A window will open; navigate to the details pane and **double click** on the **Retention schedule** field.

Another window will open; navigate to the details pane **at the bottom to see retention information**.

King County Records Management Program
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