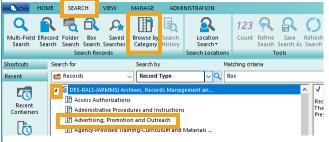
Content Manager Guidance Category Guidelines

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.

Categories - DES-R	ALS-(ARMMS) Archives, Records Management and Mail Services - Advertising
✓ Name ∧	
🚺 Advertising, Pro	motion and Outreach
<	
Category title	DES-RALS-(ARMMS) Archives, Records Management and Mail Services - Ad
Notes	ADVERTISING, PROMOTION AND OUTREACH - Records relating to the plannir events, campaigns, and contests conducted by the agency to promote the ag
Owner	DES-RALS-(ARMMS) Archives, Records Management and Mail Services
Retention schedule	ff GS2011-165
Additional Notes	

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

🖊 🏦 Schedule Number 🔨	Title
GS2011-165	ADVERTISING AND PROMOTION
C	
Schedule Number	
Title	ADVERTISING AND PROMOTION
Schedule Description	Records relating to the planning and/or execution of educational or promotional events, campaigns, and contests conducted by the agency to promote the agency's mission or business.
Eccential Decord	
Retention Period Cutoff	End of year in which record is superseded or no longer needed
	Bb 2 Years
Retention Period	by a realis



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