This document identifies search parameters for **Digital Folders** in Content Manager (CM). Review the *"Search Manual"* and other job aids for detailed guidance on how to perform searches using the below search parameters.

How to search for Digital Folders:
Use the **Folder Search** form on the **Search tab**. For search parameters not listed on that form, use the Multi-Field search.

To Search Across Multiple Fields:

"Search By" Parameter	Which fields does it search?	Instructions
Keyword Search	- Title - Notes - Record Number - Owner (i.e. agency/office name) - Category - Matter Description (Pre-2019 folders only)	Enter your search term. Use quotes for phrases (e.g. "project report" or "95-976") and use asterisks/wildcards for partial words (e.g. duwam*). For multiple keywords, use BOOLEAN operators (i.e. Duwamish AND 978578).
Any Word	- Title - Notes	Same as above.

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To Search in <u>Specific</u> Fields:

"Search By" Parameter	What does this search?	Instructions
Keywords from the **Title** or **Notes** of the folder.		
Title Word	Folder **title** as entered by the user	Enter a word. For phrases use quotation marks (i.e. "project files").
Notes Word	Folder **notes** as entered by the user.	Enter a word. For phrases use quotation marks (i.e. "project files").
Names of **People** associated with the folder.		
Creator	The name of the user that **created/entered** the folder.	Enter a name (or partial name) in the field and then click the blue folder button. Must enter last name first.
Dates associated with the folder.		
Cutoff Date	Folder **cutoff date** (i.e. date the records became **inactive**) as entered by the user.	Enter a date or a date range or choose other date options.

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"Search By" Parameter	What does this search?	Instructions
Date Created	The date the folder was **created / entered** into Content Manager (or KC ERMS).	Enter a date or a date range or choose other date options. Note: "Date Filed" field also contains the same date but is only accurate for folders created 2019 to present.
Date To destroy OR **Date To archive (transfer custody)**	Date the folder is **eligible for disposition** by destruction (non-archival) or transfer (potentially archival or archival). This data appears in the "Scheduled Disposal Method" field.	Enter a date or a date range or choose other date options. Note: Use "Date to destroy" vs. "Date to archive" depending on the archival status of the category.
Folder Start Date (folders created before 5/11/2019 only)	**Beginning date** for the folder contents, as entered by the user (KC ERMS records only, pre 5/10/2019.)	Enter a date or a date range, or choose other date options.
Folder End Date (folders created before 5/11/2019 only)	**End date** for the folder contents, as entered by the user. (KC ERMS records only, created before 5/10/2019.)	Enter a date or a date range, or choose other date options.
Other Metadata (information/details) associated with the folder.		
Record Number	Content Manager's unique **auto-generated number**.	The numbers always have a "DF" in front of them (i.e. DF4995 is Digital Folder #4995).

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Content Manager (CM) Guide

Digital Folders – Search Parameters and Field Crosswalk

"Search By" Parameter	What does this search?	Instructions
Is in one or more holds	Whether a folder is **on a legal hold** and cannot be dispositioned.	Add this parameter to find records on hold. Select NOT at the bottom to find records not on hold.
Consignment Number	The **disposition number** for the folder which indicates that it is on a consignment and in the approval process prior to disposition.	Disposition number generated from CM.
File Plan Details (Content Manager storage information)		
Category	The name/title of the retention **category** associated with the folder.	Instead of searching, you will probably click the lookup button, then expand the agency name and scroll through available categories, which are in alphabetical order.
Owner	The **organization/agency** that owns the records in the folder.	Instead of searching, you will probably click the lookup button and scroll through available owners, which are in alphabetical order.
Matter Description [Legacy Field, pre-5/11/2019 only]	The title of the **matter** associated with the folder.	Enter a word. For phrases use quotation marks (i.e. "project files"). LEGACY FIELD. Folders created before 5/11/2019 only. Matter descriptions are also in the Folder Notes field but are also searchable here.