Content Manager Guidance
Title Guidelines

This is guidance for how to enter container **Titles** in Content Manager. These title conventions are the same for both **folders** and **boxes**.

Folder and Box titles should:

- **clearly describe** the contents of the container
- be **consistent** with how the agency organizes its other records (ask a Records Management Lead)
- be **unique** (avoid using duplicated titles)
- be **understandable** on their own (when filing, you will **not** see the category or the parent folder)
- be **succinct** (less than 60 characters, maximum is 254 characters)
- be **spelled correctly** (no typos)
- for titles with multiple words, they should NOT use "camel case", instead use spaces, dashes or underscores (e.g. use Project Meeting Summary instead of ProjectMeetingSummary)
- not use vague words (e.g. "miscellaneous" or "my records")
- not use special characters (* ! % $ #)
- not use unfamiliar abbreviations or acronyms
- not be overly complicated or too specific

Good Examples:
Smith, Mary – 2019 General Communications
Depot Renovation Project
2015 Invoices
Client Case Files 3700-4500
Recruitments Filled in 2017

Bad Examples:
Jane's Records
Bduget Prep
Program Administration
Report #12847
DRT