This is guidance for how to choose Categories in Content Manager. These conventions are the same for both folders and boxes.

When creating Folders and Boxes, you must choose which Category that container is assigned to. The Category is very important and must be chosen correctly.

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 Categories. The categories you have access to will be displayed below.

To see what the retention period is for a Category, navigate to the details pane at the bottom of the screen and double click on the Retention schedule field.

For information about categories that you might not have access to, visit our records retention schedule page.

If you have any questions, ask a Records Management Lead.