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)
- be spelled correctly (no typos)
- 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
ABC Project
2015 Invoices
Client Case Files 3700-4500
Recruitments Filled in 2017

Bad Examples:
Jane’s Records
Budget Prep
Program Administration
Report #12847
DRT