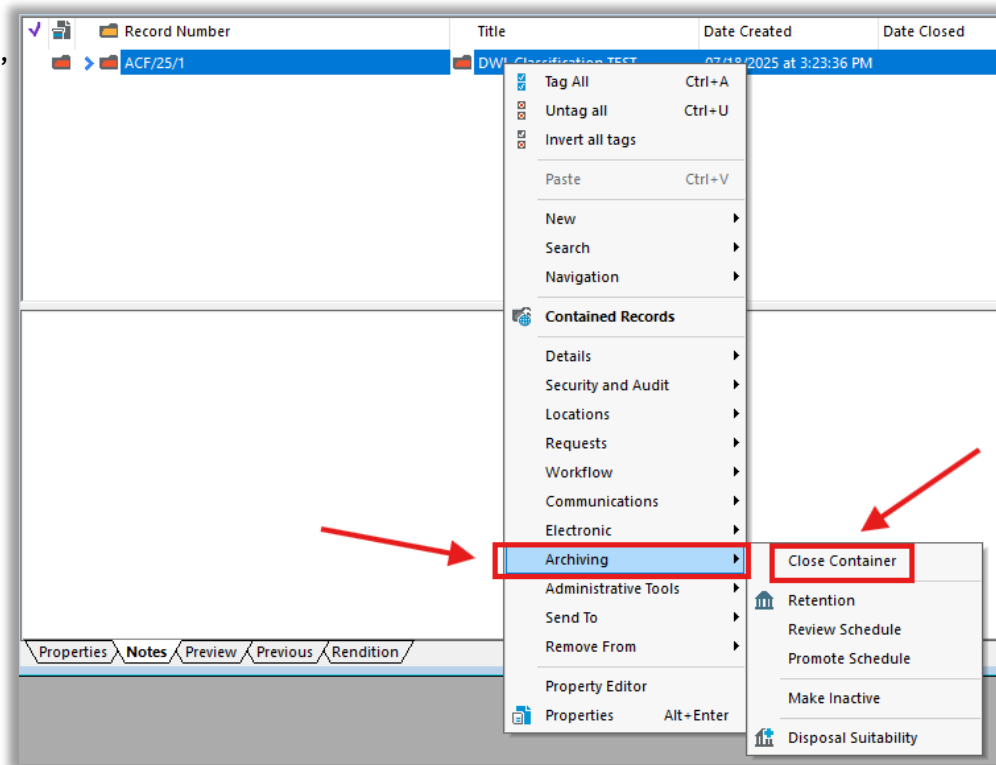


# Adding Date Closed to Folders

**Step 1.** Locate the folder that you want to add a **DATE CLOSED** to.

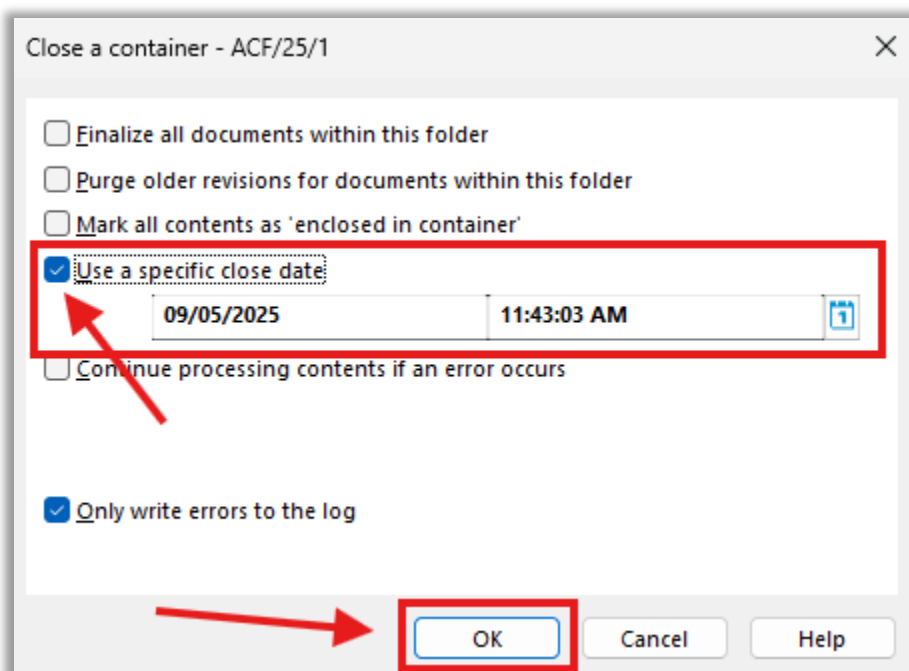
**Step 2. RIGHT-CLICK** on the record, hover your cursor over the **ARCHIVING** option, then click on **CLOSE CONTAINER**.



**Step 3.** On the pop-up window, click on the empty box next to “**Use a specific close date**” to make a checkmark. 

**Note:** The date and time will automatically set to the current, but you are able to type in the appropriate date and time if needed.

**Step 4.** Click the **OK** button.



## *Adding Date Closed to Folders*

Your record will now have a listed **DATE CLOSED** time.

|   Record Number | Title                                                                                                     | Date Created             | Date Closed            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|--------------------------|------------------------|
|   ACF/25/1     |  DWL Classification TEST | 07/18/2025 at 3:23:36 PM | 09/05/2025 at 11:43 AM |