

Folder Structure in Content Manager

When using Content Manager, it is important to understand the **folder structure** within Content Manager and how the different folder levels nest within one another.

Volume > Root Folder > Classification Folder > Sub Folder > Document

||| VOLUME FOLDERS:

- Highest folder level
- Think of a Volume as a **Filing Cabinet**
- Usually used for **Departments** within your agency

📁 ROOT FOLDERS:

- Second highest folder level
- Think of a Root Folder as a **Drawer within a Filing Cabinet**
- Often corresponds to a record series on the retention schedule (e.g. Accounts Payable Records)

📁 CLASSIFICATION FOLDERS:

- Think of a Classification Folder as a **Folder within the Drawer**
- **Retention Schedules** are added to Classification Folders
- Often organized based on the nature of the associated retention period (e.g. by year, by contract, by employee, etc.)

📁 SUB FOLDERS (optional):

- Think of a Sub Folder as a **Divider within a Folder**
- Inherits the retention period of the classification folder in which it sits
- Not a required folder level – useful when you need to further organize the contents of a classification folder (e.g. annual sub folders for the contents of a classification folder which has a permanent retention period, like meeting records)

📄 DOCUMENTS:

- The digital **record** itself
- Records, videos, images, sound files, etc.
- Inherits the retention period of the classification folder (or sub folder) in which it sits