



## Labeling File Containers for Storage in Records Management (Archives)

Area:	Business and Financial Services	Number:	FS-RM-4102-01
Subject:	Labeling File Containers	Issued:	February 25, 2003
Applies To:	Faculty and Staff	Revised:	
Sources:	Archives and Records Management	Updated:	
		Reviewed:	
Responsible Party:	Vice President for Business and Finance	Page(s):	1 of 1

The purpose of labeling file containers with exact series title and disposition instructions is to reduce the problem of identification of files and implementation of disposition instructions. A file folder, cabinet or other container properly labeled reduces the chances of making a mistake several years later and prematurely or accidentally disposing of important records.

### Procedures:

**File Folder:** File folder labels will bear the appropriate file title and should be typed or written on the file to prevent lost and/or misfiled files due to lost labels.

Color-coded folders may be used to identify specific file series.

**File Drawers:** When an entire file drawer consists of a single series of records the drawer will be labeled with the file title, inclusive dates of the records in the drawer and instructions for their disposition.

Additional file drawers consisting of the same file series need only a brief identification of the material in the drawer and the inclusive dates of the records contained therein.

The label will be affixed to the front top center of the drawer.

**File Cabinets:** When an entire file cabinet consists of a single series of records the cabinet will be labeled with the file title, inclusive dates of the records in the cabinet and the instructions for their disposition. Additional file cabinets consisting of the same file series will be labeled in the same manner.

The labels will be affixed to the front top center of the cabinet.

**Other Containers:** Containers such as boxes, shelving or transfer files will be labeled in the same manner as file cabinets.

The label will be affixed in a conspicuous position on the front or side of the container.