



**TRIM9**  
Content Manager

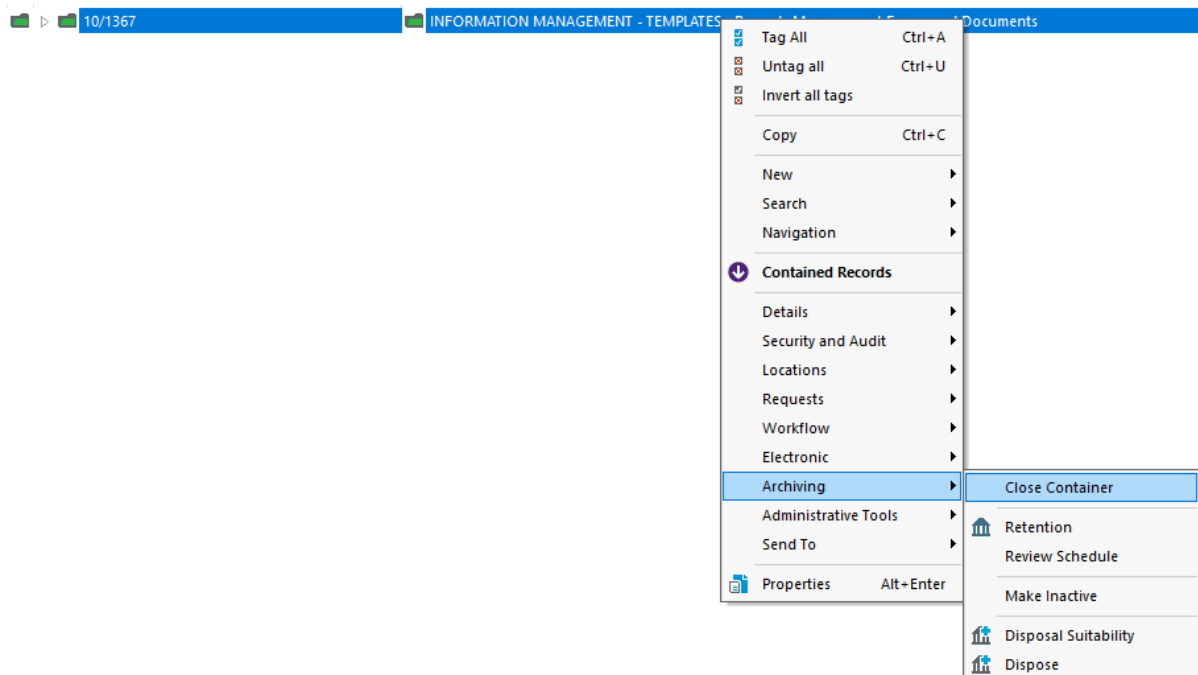
# Tips & Tricks

## Closing Folders

Closing a folder prevents users from adding further documentation to a folder. A folder should be closed when they are no longer active records for you. By closing a record, you will identify to Records Governance Services that the folder can be made 'inactive' in the system and this will begin its minimum retention lifecycle in accordance with NSW State Archives General Retention requirements.

To close a Folder:

- Right-click on the Folder → Navigate to Archiving → Select Close Container



- The closing date will be automatically populated with the current date, click ok to close the window.

Close a container - 10/1367

☐ Finalize all documents within this folder

☐ Purge older revisions for documents within this folder

☐ Mark all contents as 'enclosed in container'

☒ Use a specific close date

30/01/2023 11:45:30 AM

☐ Continue processing contents if an error occurs

Processing log file

C:\Users\lo349\AppData\Roaming\Micro Focus\Content Manager\Close Co

☐ Only write errors to the log

OK Cancel Help

**Hint:** If you require a different close date, click in the box *Use a specific close date*. Enter the required date and click ok to close the window.

- Click close on the close a container window, the Folder is now closed.

Close a container

Close Container: processing complete.

Further details can be found in the log file (C:\Users\lo349\AppData\Roaming\Micro Focus\Content Manager\Close Container.log).]

Close View Log Help