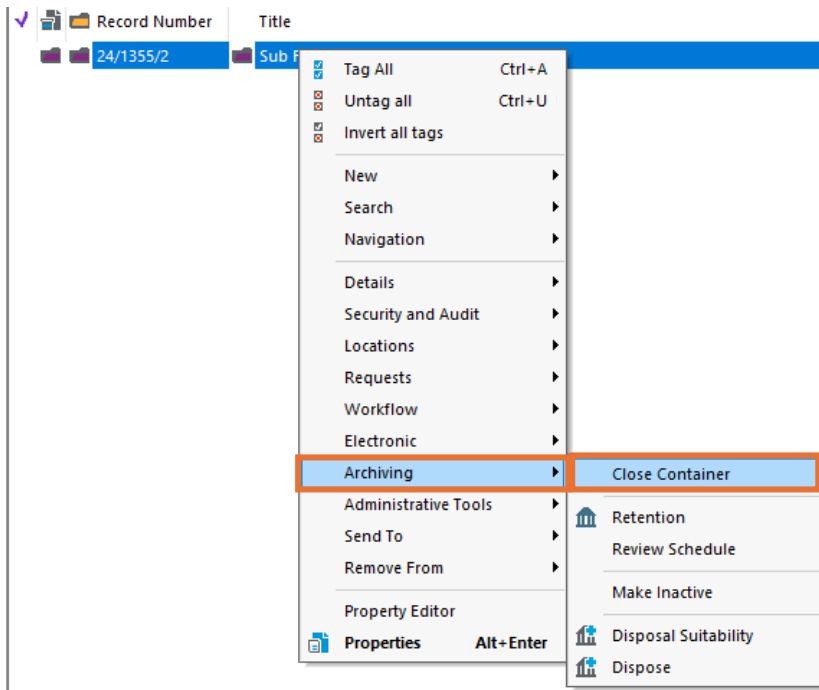


CLOSING FOLDERS

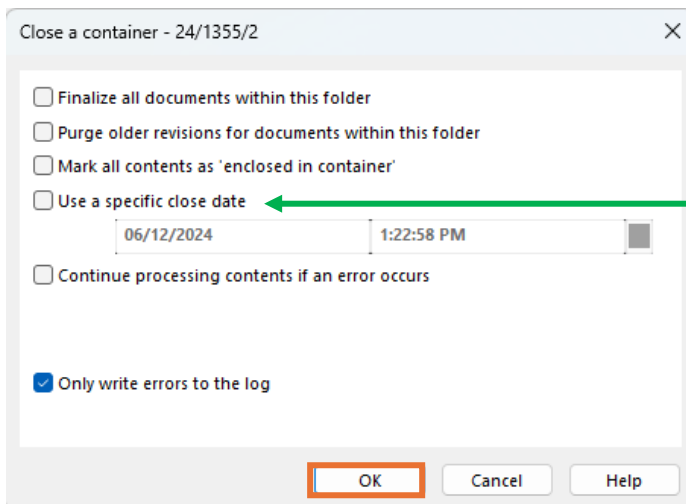
Closing a folder prevents users from adding further documentation to a folder. A folder should be closed when they are no longer active records for you. By closing a record, you will identify to Records Governance Services that the folder can be made 'inactive' in the system, and this will begin its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

To close a Folder:


1. Right-click on the Folder > Select **Archiving** > Select **Close Container**



2. Today's date and time will automatically be populated in the **Use a specific close date** field. If you require a different close date, check the box next to **Use a specific close date**, and enter the required date:



3. Click OK to close the window.
4. You can see in the **Properties Tab** the date the Folder has been closed:

Creator	 Kat Withnell
Date Created	Tuesday, 29 October 2024 at 11:43:55 AM
Date Closed	Friday, 6 December 2024 at 1:26 PM