**TRIM9 Generic Record Types**

**Electronic Records**

(Helpful Information Concerning Searching For & Creating Records)

This is used as an option for grouping together electronic folders with similar subject

matter. Only electronic folders and lower level electronic cabinets can be contained

directly within it (I.e. no sub-folders, no emails, no Word documents etc.)

***There can be up to four levels of Electronic Cabinets. This Level is Optional.***

**Electronic Cabinet**



This is a top level ‘container’ that is used when creating a new electronic file.

This is the level at which the Records Governance compliance is achieved.

Directly contained within it can be sub-folders, electronic documents, emails, etc.  **Electronic Folder**

When an electronic folder contains a large number and variety of electronic documents,

sub-folders can be added to the (green) electronic folder to sort and organise the

documents. Directly contained within it can be lower level sub-folders, electronic

documents and emails.

**Electronic (Sub) Folder**

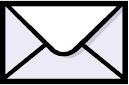
***There can be up to four levels of Electronic (Sub) Folders. This Level is Optional.***

These are documents which have been saved to TRIM electronically.

They may either be scanned in as a Pdf or saved as Word, Excel, PowerPoint documents

etc.

**Electronic Document**

[](http://www.google.com.au/imgres?imgurl=http://www.valdosta.edu/~sgfarrar/emailicon.jpg&imgrefurl=http://www.valdosta.edu/~sgfarrar/&usg=__YonNQ_yAAUnym_QuVM-nslvBoVI=&h=318&w=481&sz=14&hl=en&start=17&zoom=1&tbnid=JLB0hksVeuRgxM:&tbnh=85&tbnw=129&ei=avZDUK_VD82UiAeyqIHoBA&prev=/search?q%3Demail%2Bicon%26hl%3Den%26gbv%3D2%26tbm%3Disch&itbs=1) Emails can be saved into TRIM from your email application (Outlook).

Also, the email’s attachments can be saved as an electronic document if required.

**Email**