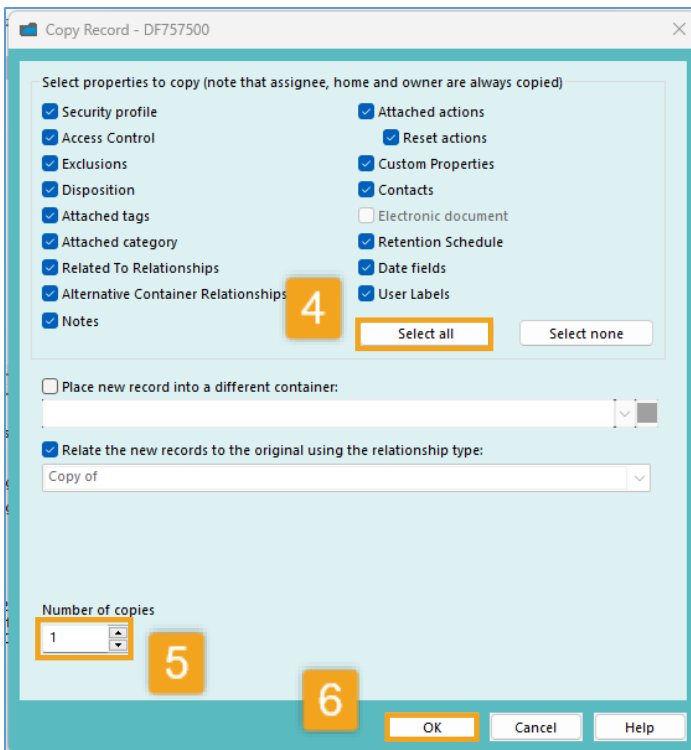
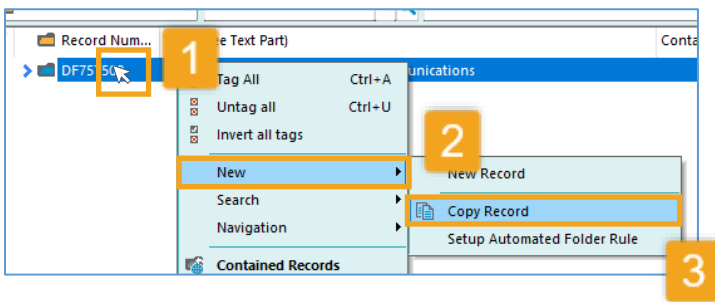




Content Manager Guidance

Use “Copy Record” to Duplicate Boxes or Folders

This is guidance for how to use the “Copy Record” feature to duplicate box or folder entries in Content Manager (CM). This should only be used for data entry for boxes or folders with similar data entry (For example – multiple boxes with the same category, same dates, similar titles, etc. Do not use this process for boxes of physical records already in storage at the Records Center.



Open Content Manager (CM) and **create the first record** that you want to duplicate ([Create a Box](#) or [Create a Folder](#))

1. **Right click** on the record to be duplicated
2. Select **New**
3. Select **Copy Record**
4. Select **Select all**
5. Under **Number of copies**, enter the **number of copies/duplicates you want to make**. (Example: if you have 20 total boxes, enter 19 – i.e. 19 in addition to the 1 you already created in step 1.)

6. Select **OK**

The duplicated records will be displayed in a new window.

7. From there, manually edit the record(s) to change what is needed/different ([Edit a Box](#) or [Edit a Folder](#))

If any records were created in error and need to be deleted, [request deletion](#) of them.



**RECORDS
MANAGEMENT**

King County Records Management Program
206-477-6889 - records.management@kingcounty.gov
www.kingcounty.gov/recordsmanagement

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