

Guidelines for Folders NARA Records

- No more than two creases on a document folder should be folded. Folding all three creases results in a folder that does not properly support the contents.
- The crease closest to the reinforced back tab (used for labeling the folder) should be folded first.
- The second fold is determined by the thickness of the records.
- Carefully fold along each crease and reinforce folds by rubbing fingers along the fold. Fold should be sharp and the bottom of the folder should be flat.
- **Do not overfill folders.** Folder flap should rest flat against records.



Overfilled folder



Properly filled folder

- Align all records so that are fully supported in their document folders. Do not allow documents to stick out of the top or sides of the folders.



All three creases are folded providing inadequate support



Documents properly aligned in folder

