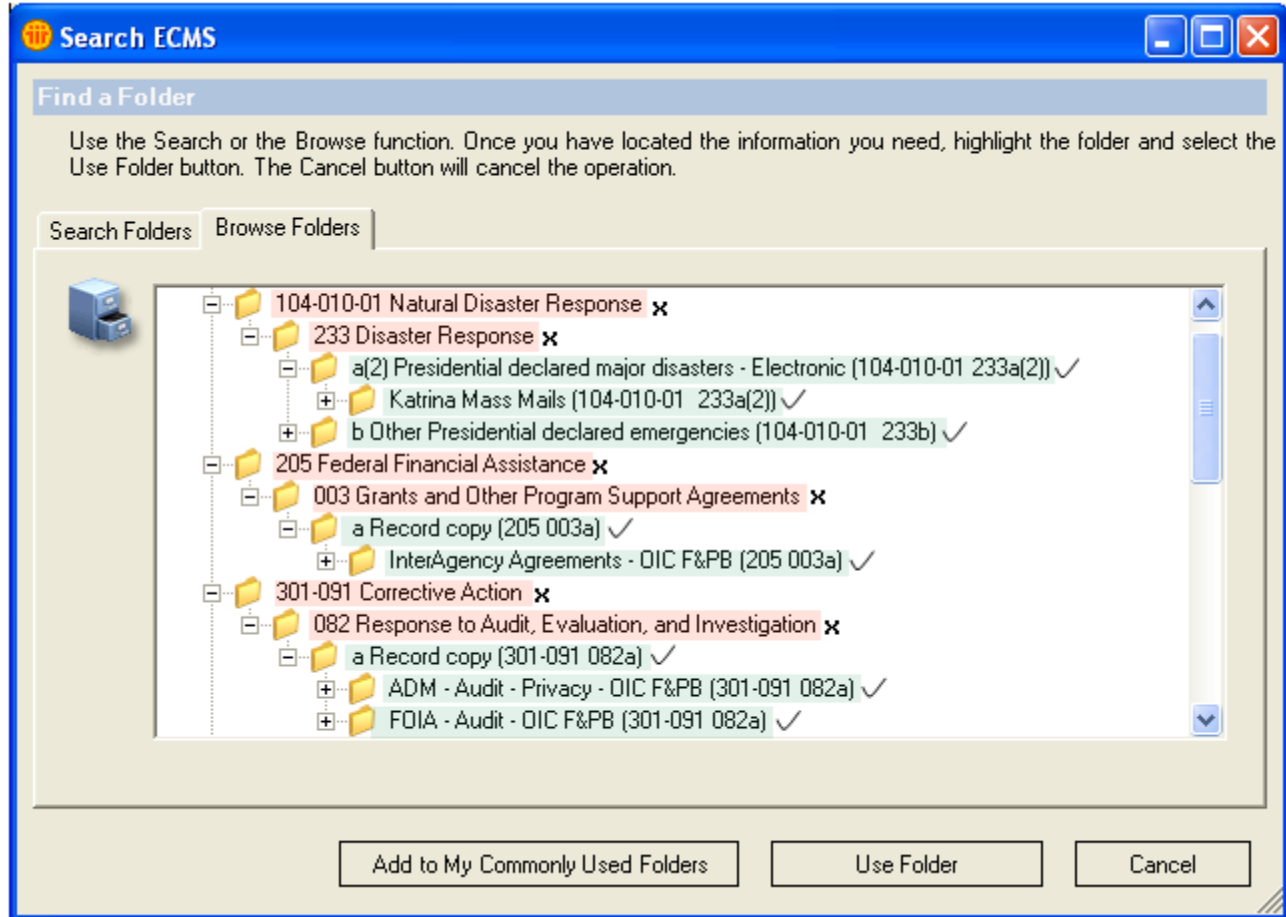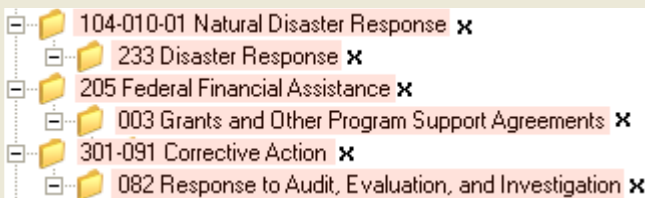# Identifying ECMS file plan folders

Choosing the right level of folders to add to your ECMS favorites

You cannot use folders at these levels. Why?

The first level is the function code and the second, the schedule level of the EPA File Plan. The function code classifies the EPA business processes; the schedule is the number by which these processes are organized. They don't have the information needed to manage your records.

So, you can't add these folders to your favorites in ECMS.

You can use folders at these levels. Why?

This is the third level, the disposition item level of the EPA File Plan; and, if your office file plan has folders below this level, you can use them too. The disposition item level specifies how long your records should be retained and how to dispose them at the end of the retention period.

So, you can add these folders to your favorites in ECMS.

Tip

If you see the file code in parenthesis, ex. (301-091 082a), attached to a folder name, you can use the folder. If you don't see it, you can't use it.