**Content Organizer settings worksheet**

Use this worksheet in combination with the Metadata-based storage and routing planning article.

Fill out one worksheet for each site that will have the Content Organizer Feature activated.

Date:\_\_\_\_\_\_\_\_\_\_

Site name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site URL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site administrator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Content Submission

Content is submitted to this site using:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Content redirection

\_\_\_Redirect users to the Drop Off Library.

Sending to another site

\_\_\_Allow rules to specify another site as a target location.

Folder Partitioning

\_\_\_Create subfolders after a target location has too many items

Number of items allowed in a single folder:\_\_\_\_\_\_\_\_

Format of folder name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duplicate submissions

\_\_\_Use SharePoint versioning

\_\_\_Append unique characters to the end of duplicate filenames

Preserve context

\_\_\_\_Documents that include original audit logs and properties are retained and stored with it after the document is routed.

Rule managers

Groups and\or users that will manage rules for this site:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_