

How to Create and Edit Groups

You can use the **Items** tab to create a **Group**.

- A **Group** contains related items that have a common description and are managed together because the items' dispositions are interrelated.
- Groups are **optional**.
- A records schedule may contain more than one group.

****Note:** Do **not** group all items on a schedule into one group.

This document contains two example screenshots followed by instructions.
Use the quick menu below to jump to the item you would like to view.

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Example 1 Group with two items for related audiovisual records in ERA 2.0

Title	Item #	Status	Position	Move	Visibility
Historically Significant Photographs, Video, Audio Recordings and Related Documentation	0005	Pending	5	↑ ↓	👁️
Routine Photographs, Video, General Audio Recordings and Related Documentation	0006	Pending	6	↑ ↓	👁️

Figure 1 Photographs and Audiovisual Records Group with Two Items

The group “Photographs and Audiovisual Records” has two items in it. The items are differentiated between historically significant and routine photographs. The item description for the historically significant item describes the photographs, video, audio recordings and related documents and what makes them significant. The item description for the routine item includes photographs, video, audio recordings and related documents and what makes them routine.

Example 2 Group with 4 items for Press Release & Media Advisory Records














Official Press Releases and Public Informational Material 				
Official Department of Justice (DOJ) press releases and media advisories and all attachments issued to media outlets and the public regarding program activities, organizational policies and issues, legislation, litigation, management, social issues, and other relevant topics of interest.				
Title	Item #	Status	Position	Move
Department-wide Press Releases issued by DOJ Office of Public Affairs	0001	Pending	1	  
Significant Press Releases issued by Other DOJ Offices or Bureaus	0002	Pending	2	  
Press Release Tracking	0003	Pending	3	  
All Other Press Releases	0004	Pending	4	  

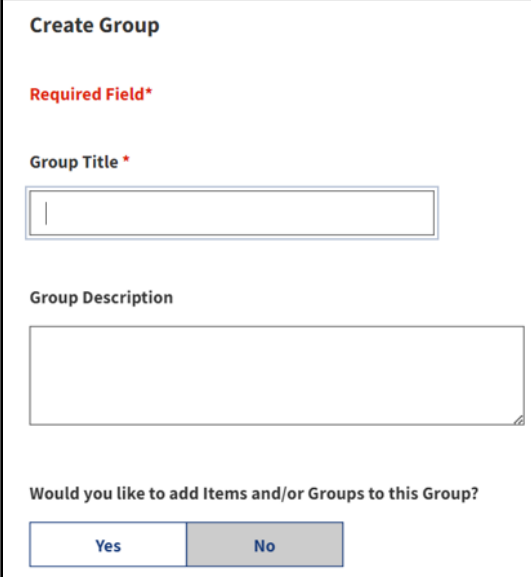
Figure 2 Press Release & Media Advisory Records with Four Items

The group " Official Press Releases and Public Informational Material" includes four items. The group description applies to all the items within the groups. The items are differentiated by the creator and by significance. The first item covers material created by the DOJ Office of Public Affairs.

Items 2 and 4 are for press releases created by other offices but differentiate between significant and all others. Item 2 describes the offices and what makes a press release significant. Item 4 describes the offices and examples of releases that are not significant. Item 3 covers press release tracking with is for all offices and all press release types.

Create a New Group

1. Select **Create New Group** on the **Items** tab. The **Create Group** tab displays.



The screenshot shows a web form titled "Create Group". At the top, there is a red label "Required Field*" and a "Group Title *" text input field. Below that is a "Group Description" text area. At the bottom, there is a question "Would you like to add Items and/or Groups to this Group?" with two buttons: "Yes" and "No".

Figure 3 Create Group Tab

2. Enter the **Group Title** and **Group Description** in their corresponding text-entry fields.
3. Click **Yes** or **No** to the question: **Would you like to add Items and/or Groups to this Group?**
4. If **No**, select **Next**. The **Attachments** tab displays.
5. If **Yes**, the **Select Items and Groups** menu appears.

Select Items and Groups *

Select items and groups you want to add to the group

Display: Groups and Items Groups only

DAA-0328-2022-0016-0001 - Electronic Data - Added

DAA-0328-2022-0016-0002 - Email - Added

Figure 4 Select Items and Groups Feature

If you selected **Yes**,

1. Select either **Groups and Items** or **Groups Only**.
2. Select the **checkbox** next to the items and/or groups you want to add to the Group.
3. Select **Create Group**. The **Items** tab displays and the following message should appear: **The Group has been successfully created**.
4. Select **Next**. The **Attachments** tab displays.

If you select **Create Group** and **Add Another**, you will remain on the **Create Group** tab.

The confirmation message will display at the top of the tab. Enter information for additional groups according to the steps above.