Steps to Efficient Shared Drive Management

Carleton University Corporate Archives
Why tackle clean up of your department's shared drive management?

1. Efficient retrieval of authentic and accurate information even across personnel changes.
2. Potential reduction of costs
3. Reduction of duplication and redundancies.
4. Improved teamwork; sharing of information across units.
5. Protecting authenticity and fullness of records; identification of records of enduring value.
6. Creation of file naming conventions that are understandable, predictable, and consistent.
7. Ensure deletion of transient documents or documents legally requiring of destruction.
8. Distinguishing drafts and documents from one another easily.
Efficient Shared Drives

Sound records management should address the following:

- Accountability
- Disposition
- Retention
- Availability
- Compliance
- Transparency
- Integrity
- Protection
Carleton University Corporate Archives provides assistance to departments in creating functional classification plans for the organization of electronic and paper files. A functional classification plan organizes records based on the mandate and goals of the department. This type of plan allows all of the department’s activities and transactions (the major actions that are done to fulfill the mandate) to be organized in a hierarchy based on accurate work flow and processes. The main benefit to a functional classification plan is that, while personnel, specific projects, and positions can change frequently, the major functions of departments are generally the same. Functional classification plans are a stable method of managing records.
Shared Drive Clean-up

1. Assess Organizational Behavior

1. Clarify priorities and goals for shared drive management.

2. Establish a procedure for and schedule regular revisions and reviews.

3. Cement buy-in and support from directors, managers, and supervisors.

4. Provide mandatory records management training for new employees.

5. Assign responsibility for records management to specific positions.
2. Information Governance

1. Inventory all folder and files on the shared drive and individual drives. Identify:

2. Assess department mandate and document activities and transactions.

3. Create draft file classification (i.e. directory), side by side with existing shared drive. Finalize before moving records.

4. Create file classification based on functions and activities.

5. Create folders and files with retention at point of creation.

6. Include appendix of file naming conventions.

7. Mirror Outlook file directories if possible or as much as possible.
3. Access and Disposition

1. Once the classification plan is finalized, clear out the ROT before moving files into new system.
   - REDUNDANT - documents with the same content but in different formats or existing with a different place of origin.
   - OBSOLETE - items that have been superseded (i.e. distribution lists).
   - TRIVIAL - Personal files that are not business related; documents kept for reference only and/or originating from different units or external sources.

2. Ensure that all items being destroyed or deleted are done so following University policy and any applicable legislation (i.e. FIPPA).
4. Best Practices Tips

1. Once the classification is established and approved, set aside an appropriate block of time to effect the change-over. Complete the new system in one go to avoid work flow confusion.

2. Assign retention rules to the file classification policy and file with the Corporate Archives.

3. If helpful for year-to-year process, set to one side an empty directory to template to copy and use annually.

4. Use an alpha-numeric system to document the file classification to emphasize priority of functions and work flow.

5. If the file classification plan is working there should be no orphan files outside of folders.