



SHARED DRIVE CLEANUP GUIDE

Public Archives and Records Office
Government of Prince Edward Island
March 2022

1.0 INTRODUCTION

A Shared Drive is a computer system that serves as a central repository of data and software programs that multiple users can access through a computer network. In Government, staff in work units have access to shared drives where they store the records they create, receive, or maintain during their daily activities. Over time, these drives can become disorganized resulting in loss of work time searching for records; they may also contain multiple copies of the same document, which unnecessarily increases the need for server storage space.

The purpose of the *Shared Drive Cleanup Guide* is to provide direction for better managing shared drives in order to facilitate better control and access to records, improve compliance in accordance with RIM policies, promote correct filing practices and the use of electronic naming conventions, and ensure the ability to manage record retentions when an Electronic Document and Records Management System (EDRMS) has been implemented.

Specifically, this guide provides direction in the cleanup of existing shared drives through the creation and maintenance of new shared drive structures, establishing protection through controls for access and maintenance, and providing staff training in the use of the new structure.

2.0 SETUP OF FOLDERS

In some cases, existing shared drives may have become too disorganized and complicated to rename or move to make them compliant with RIM policies and procedures. A new folder structure that follows the Classification Plan Retention Schedules (CPRS) and Operational Plan Retention Schedules (OPR) should be created on the shared drive. Files should be copied or moved from the old system to the new structure. Moving forward, files should also be named in accordance with the Electronic Naming Conventions Guide. Please see this guide for formats and examples: [Electronic Naming Conventions Guide](#).

2.1 Shared Drive Structure

A shared drive structure is an important first step in organizing electronic content for use. A shared drive can become a great resource for the department by using a basic folder structure to help maintain a degree of simplicity in managing documents.

2.2 Three-Level Folder Structure

A good rule of thumb to follow is to maintain a three-level folder structure—four at the most. Once your folder setup is created it is important to stay consistent.

Figure 1

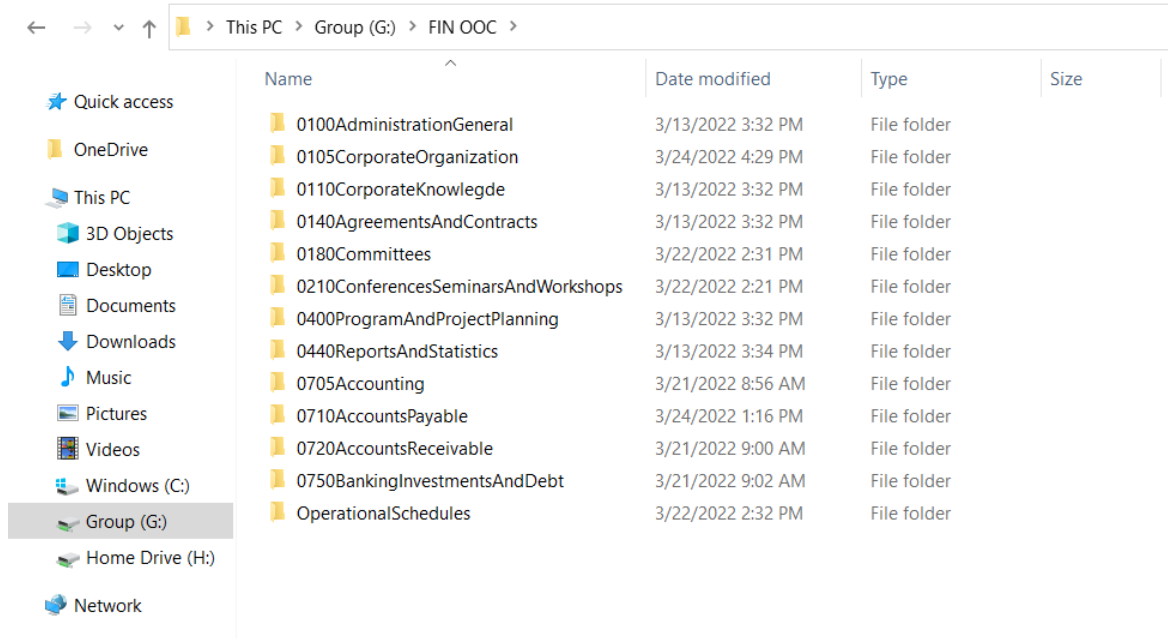
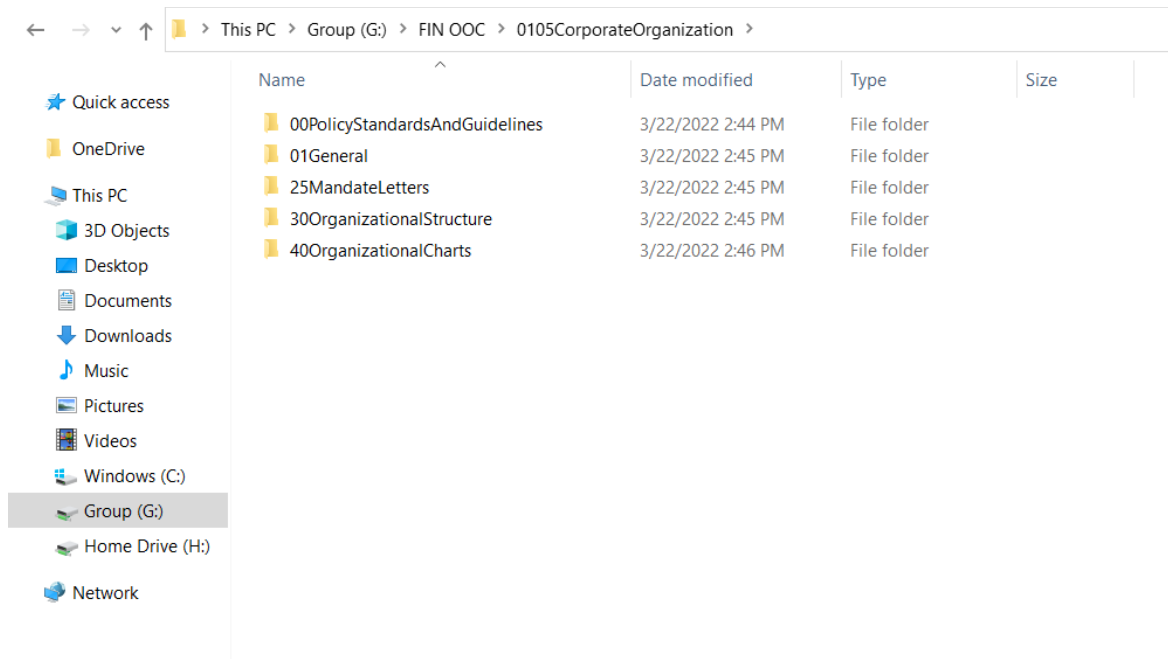


Figure 2



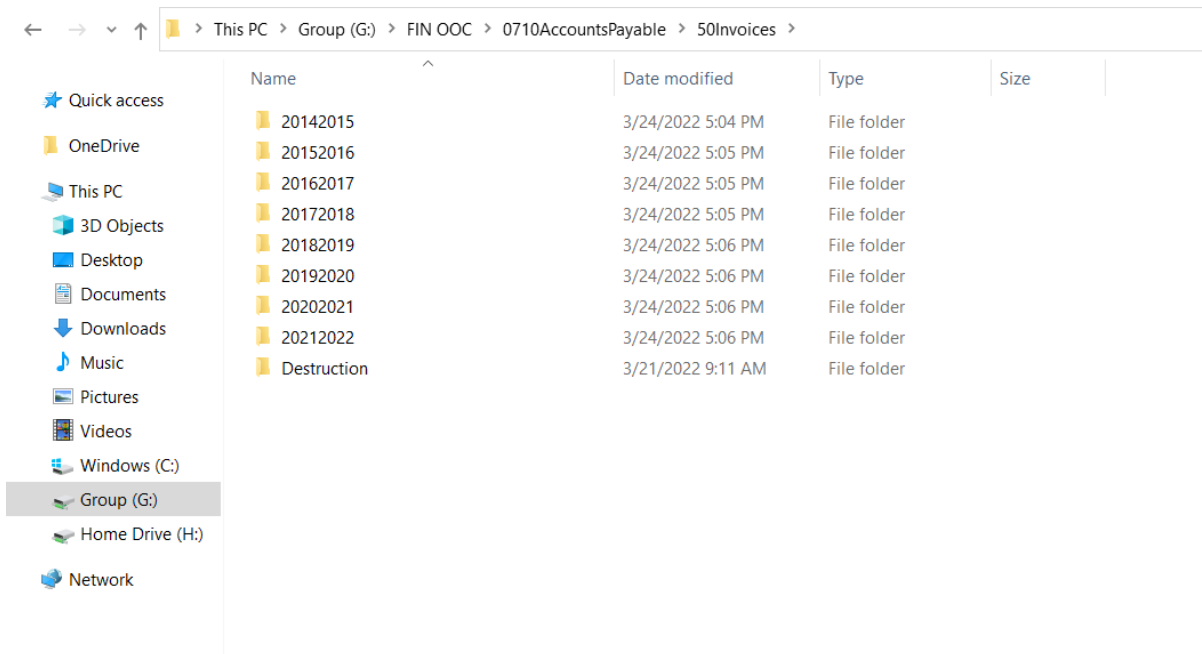
2.3 Classification Plan

Create empty folders and sub-folders in the new structure that mirror the classification plan. It is suggested this structure be set up using your CPRS or OPR schedules as your guide. Depending on your unique department's needs, the levels can be established in different arrangements if necessary. The CPRS may be fine in its original setup, but your OPR schedule folders may need to be tiered differently for easy access and use.

2.4 Tips for Folder Creation

- 2.4.1** Set up tiered folders to match retention periods. Examples: Retention with FY should have tiered folders named by fiscal year FY20202021, etc. Retention with AP should have tier folders named by year 2021, 2022, etc.
- 2.4.2** Set up tiered folders to match final disposition. Examples: Retention schedules with a final disposition "D" should have a tiered folder setup called "Destruction"; and, "SR" should be a folder called "Archives". This makes maintenance easier. When a folder has passed its life cycle in accordance with its retention schedule, it can be easily dragged into the "Destruction" or "Archives folder". When an EDMS is in place; these files can be destroyed or archived in accordance to RIM procedures. See Figure 3.

Figure 3



- 2.4.3** Make sure a designated time is set aside for the changeover. Arrange for technical support to restrict access to the shared drive during this time to the person/s responsible for moving files to the new structure. During the designated move time, copy all files that are to be maintained from the existing shared drive structure and place them into the appropriate folders or sub-folders in the new structure. Once the transfer is complete, technical support can implement access for all users to the new structure. They also could restrict access to “read only” on the old structure for a time period approved by the department; it then can be scheduled for removal.
- 2.4.4** When the designated time period has expired, give final notification to all users, and have technical support delete the outdated structure on the shared drive.

3.0 SHARED DRIVE ACCESS AND MAINTENANCE

Once the new structure of folders is in place, protection, maintenance, and user permissions need to be created and assigned to designated employees using the Bulk Shared Drive Access Request Form. Controls need to be put in place for who can access, add, modify, delete and maintain folders and files within this structure. This is key for the new structure to function and succeed as an organized electronic records management solution.

3.1 Folder Security

For folder security, it is advised that you secure the folder structure. A dedicated staff member should be assigned the edit function for this structure; in government’s case that may be the responsibility of RIM Coordinators. All other staff should have read-only access to the folders. The purpose of the structure is to maintain the folder setup in its original state. Lack of security on the folders will inevitably cause difficulty in locating, retrieving, and maintaining the structure.

3.2 Bulk Shared Drive Access Request Form

Secure folder setup can be put in place after the new structure is created and before it is introduced to employees for use. The reason for this is if you secure first and during the setup realize the folders will need a different setup for OPR records series, you won’t have to notify ITSS to make any additional changes. The Bulk Shared Drive Access Request Form from ITSS should be used to request securing folders. *Please see Attachment “A”.*

4.0 STAFF TRAINING

Staff training is vital for this new structure to succeed in organizing and maintaining electronic records on the shared drive. An understanding of who has responsibility for creating and maintaining the records structure on all levels is crucial.

- 4.1 Hold a training session with groups of staff or individually after the changeover to make sure all users of the shared drive understand how to file within the new structure.
- 4.2 Educate staff on their role and responsibility in the use of the new structure including naming conventions, managing drafts and working files, non-records and personal files.
- 4.3 Responsibility in each unit/section should be designated to a person(s) that will be responsible for monitoring their section/series of records on the shared drive. This could be the manager of a section or someone designated by them to oversee compliance. The responsible person should regularly review folders and files to make sure they meet the needs of the department's intended use and structure.
- 4.4 Consider making shared drive clean-up and maintenance a part of the department's general records clean-up activities.

It also may be useful to create training materials and job aids including naming conventions for staff, and to set up a notification process with Human Resource or Management for new hires. This could also be designated to Manager or an alternate staff of each section/series of schedules.

ATTACHMENT A - BULK SHARED DRIVE ACCESS REQUEST FORM

Bulk Shared Drive Access Request Form (Over 5 users)

Approver Information (All fields are required) Please print		
First Name:		Department:
Last Name:		Division:
Initial:		Section:
Username:		Location:
Phone:		Fax:
ACCOUNT MODIFICATIONS:		
	List of names <u>and</u> usernames requiring Identical Access	
Effective Date:	Sample : John Smith JASMITH	16
	1	17
Full Shared Drive Path:	2	18
Example :	3	19
\\gov.pe.ca\ITSS\Shares\Directory_name	4	20
	5	21
	6	22
	7	23
	8	24
	9	25
	10	26
	11	27
Same As User:	12	28
	13	29
Access (Read Only or Modify):	14	30
	15	31
MANAGER / SUPERVISOR SECTION		
Manager/Supervisor (please print):		
Manager/Supervisor Signature:		
Contact Phone:		
Date :		

If you have questions regarding this form, please contact the Service Centre at 620-3600.

Please fax form to the Service Centre at 368-4716 for process.