PRAIRIE VIEW A&M UNIVERSITY

MANAGING SHARED DRIVES

Purpose
The purpose of this document is to provide guidance on how to manage the records that are being stored on your departments Shared Drive.

Shared Drives
Shared Drives are useful for storing data and files that are created within the department and more so its true value comes from making the information available for all employees in the department which prevents the creation of multiple versions of a document and leads to quicker retrieval times and a more efficient office. With that being said, these records on the shared drive must be managed just the same as you would if the information was in a physical format and stored in a file cabinet and the same records management rules are still applied to these electronic records. Each department head should make sure to monitor their shared drives to ensure compliance with record retention policy and regulations (61.99 and 61.99.01) as well as university procedures (61.99.01.P0.01 and 61.99.01.P0.02).

Tips

- Create a folder structure that takes the entire department into consideration. If you have divisions within the department then you should create a folder for each division and then you can create subfolders for the various document types that they work with.

- Refer to the PVAMU Retention Schedule to ensure that you are storing documents that you are responsible for and not keeping convenience copies of documents.

- Come up with a naming convention for all documents and ensure that all staff members are aware of these naming conventions.

- Make sure that there is some time of crosswalk that will outline where documents are located so that it will be easier for all staff members to locate documents.

- Periodically review your folder structure to ensure that duplicate documents are not being created or stored in multiple locations. Assign this responsibility to someone.

- Make sure to follow the retention periods for all documents and remove them when their retention period has expired.