Washington University in St. Louis
SCHOOL OF MEDICINE

Operations & Facilities
Management

Applies to: Staff in the Operations & Facilities Management Department

GUIDELINES:

Issued: November 6, 2019

PURPOSE:

To develop guidelines on the structure and management of folders in the G-drive.

DEFINITIONS:

OFMD – Operations & Facilities Management Department

PROCESS:

All OFMD staff members who regularly use computers in their work should have access to the G:drive. If you do not have access, please contact your supervisor to request this. Below are general guidelines for use of the G:drive.

File names and structures

- Be concise with the document name but ensure that relevant info is included
- Include the subject, name, date, and, if necessary, version

Naming conventions for folders

- For general use files
  - AGE   Agenda
  - EML   E-mail
  - IMG   Image
  - LTR   Letter
  - MEM   Memo
  - MNO   Meeting notes
  - PRE   Presentations
  - SCH   Schedule
  - BUD   Budget
  - JOB   Job description
  - ORG   Org. charts
- Group-specific files
  - INV   Invoice
- Date
  - Use year / month / day
    - Example: 20040622 = June 22, 2004
    - Name of the meeting / document
    - Full example: AGE 20040622 G-drive planning

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What should be in the G:drive?

- Any information that should be shared with anyone in the department

- Examples:

    o Agendas and meeting notes

    o Building information

    o Floor plans

    o Presentations

    o Processes and guidelines

What should not be in the G:drive?

- Personnel and confidential information (these should be in HRMS, the Box or H-drive)
- Examples:
    o Employee salaries
    o Performance evaluations
    o Disciplinary action
    o Personal information (Amazon wish list, personal photos)

Folders, subfolders and document life cycles

- Store all documents in a designated folder or subfolder – no loose folders or files

- OFMD staff should not create any new folders within permission from the top-tier folder representative

- The top-tier folder representatives should look through their folders (at least quarterly if not more) to ensure it is not cluttered

Folders in G:drive

- X- Archive (NEW)
- X- Business Operations (NEW)
- X- Capital Projects
- X- Central Operations (NEW)

- X- Facilities Operations (NEW)
- X- General (NEW)
- X-Physical Planning (NEW)