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
• 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
• PRE  Presentations
• SCH  Schedule
• BUD  Budget
• JOB  Job description
• ORG  Org. charts
What should be in the G:drive?

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

- Examples:
  - Agendas and meeting notes
  - Building information
  - Floor plans
  - Presentations
  - 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:
  - Employee salaries
  - Performance evaluations
  - Disciplinary action
  - 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)