

IM Month 2021: Declutter Challenge



Challenge 17: Shared Drive

April 27



Declutter Challenge – Shared Drive

Network File Shares or Shared Drives such as P://Drive or Private Drive and the S://, M:// & G:// Drives are all examples of shared drives you may be used to working with.

Consider these best practices to declutter your Shared Drive spaces

1. Review the folders/files regularly
 - a. Place government records within an electronic records management system or other recordkeeping system
 - b. Remove duplicate records from the Shared Drive
 - c. Dispose of transitory records
2. Organize the remaining information
 - a. Use a file naming convention
 - b. Create folder names such as “Upgrade XYZ” versus “Jane” or “Jane Doe”

Reminder:

P:// Drive (Private Drive)

- Is only accessible to the employee and should only store transitory information
- Records should be placed in a shared spaced accessible by all those that may require access or a division/team folder
- Consider creating a Personal folder at the root as a place to keep information such as resumes, learning plans, etc.

Resources:

[Webpage – Transitory Records](#)

If you need assistance with this challenge contact those responsible for IM within your organization.

