

STANDARD OP. PROCEDURES FOR: FILE ACCESS

Purpose:

This is the standard procedure for accessing files on the domain. Procedure is to ensure that all files and edits are accounted for and untampered with in order to stay in security standards

Scope:

Users within different department groups on the domain will have to comply with these standards

Responsibilities:

Each user must implement each of the below procedures below and it is the responsibility of the head of each department to ensure procedures are being followed.

Prerequisites:

Must be part of the department group to access the files. Written permission from the head of both your department and the department your requesting access to, is required to access files from another department.

Procedures:

- Files created will be shared to the network
- Created files will have original author(s) and date of creation at the top of the file
- File edits will be at the top underneath the original author and date, displaying the editor(s) and date of the edit
- Requests to access other departments files will first go to the head of the users own department
- Files can not be copied over to multiple departments
- Files can be archived but not deleted

References:

Class github

[seattle-ops-301d6/SOP-example-template.md at main · codefellows/seattle-ops-301d6 \(github.com\)](https://github.com/codefellows/seattle-ops-301d6/SOP-example-template.md)

Definitions:

Group - network space for your department

Revision History:

Created 5 Apr 2023.