**PERSONAL DOCUMENT AND ID KEEPER**

**SYSTEM PROPOSAL**

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**DCS-01-8245/2023**

**A SYSTEM PROPOSAL SUBMITTED TO THE DEPARTMENT OF ICT, MEDIA AND ENGINEERING IN PARTIAL FULFILMENT FOR THE AWARD OF A DIPLOMA IN COMPUTER SCIENCE BY ZETECH UNIVERSITY**

**AUG, 2024**

**DECLARATION**

I declare that the contents of this proposal are original and therefore have neither been plagiarized from websites, AI tools, from other student’s work, nor has it been submitted before in a previous semester to Zetech University or any other institution and only contains original work as guided by the unit instructor.

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**ACKNOWLEDGEMENT**

I want to thank the unit instructor, Mr. Mutuku Francis, for providing useful insight and change recommendations where I needed personal guidance.

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**ABSTRACT**

This suggested proposal is an outline structure for an online id and document keeper system that assists solve multiple problems in the community centers. The system eyes on addressing issues on loosing of important documents in the community with people having issues to find them in times of need. It is said that when one needs something important, he/she finds it to be lost easily or loosing track of the supposed documents at a particular time. Now this system comes in and makes it possible for document keeping for free as playing part as an online vault. A vault is a safe where important things are kept safely from other people’s reach or falling into wrong hands. The proposed system called id and document keeper is a vault and it plays all the roles of keeping important documents safely. The safe keeping of documents from the system is protected by a password encryption and authentication from the user. This system makes it possible for every person in the system to be given the option to save documents in the cloud thus all users are highly advantaged in using the system. This system contains multiple databases that have many data componnets detailed to help people in safekeeping their documents well. People in the community are also greatly faced with problems of using this system in the rural areas where vast internet has not reached some parts, thus it is highly encouraged for people to use this system in urban areas to allow the system to grow but in future to reach all areas as time goes on. The document and id keeper will make it possible for it’s members to explore many fearures of saving documents of any type in the system.

**DEFINITION OF KEY TERMS**

1. **Personal Document and ID Keeper:** A vault like secure system or service designed to store and manage your important personal documents and identification, such as passports, driver’s licenses, social security cards, and birth certificates.
2. **Cloud Storage:** A service that can allow you to store your files and data on the internet instead of your local device or manually storing documents physically.
3. **Encryption:** This is a method of protecting your data by converting it into a coded format that is unreadable to anyone who does not have the right key or password.
4. **Authentication:** The process of verifying that someone is who they claim to be before granting them access to use a specified system.
5. **Database:** An organized collection of data that is stored electronically and can be easily accessed, managed, and updated.and it can be a server.
6. **Serial Number:** A unique identifier assigned to a product, document, or piece of equipment. It helps in tracking, identifying, and verifying the authenticity of the item.
7. **Automated Alerts and Notifications:** A system feature that sends you automatic messages or reminders when certain events occur
8. **Virtual Vault:** A highly secure online space for storing sensitive documents, files, or data..
9. **User Accounts Separation:** The practice of keeping individual users' accounts and their data separate within a system.
10. **Tracking:** The process of monitoring and recording the location, status, or activity of an item, document, or user over time.
11. **Issue Date:** The date when a document, product, or item was created, released, or became valid.
12. **Cloud Admin:** A person responsible for managing and overseeing a cloud computing environment.
13. **User Account:** A personalized account created for an individual to access a computer system or application for every end-user.
14. **Digital Vault:** Similar to a virtual vault, it’s a secure digital space where you can store and protect important electronic documents, files, and data.
15. **Document Cataloging:** The process of organizing and classifying documents so they can be easily found and retrieved later.
16. **Retrieval:** The act of locating and accessing information or documents from storage when needed.
17. **Google Drive:** A cloud storage service provided by Google that allows you to store files online and access them from any device with an internet connection.
18. **Fire Cloud:** refers to a specific cloud computing service or technology, potentially related to Amazon Web Services (AWS) Firecracker.
19. **Data Backup:** The process of creating copies of your data and storing them in a safe location, either on physical media or in the cloud.
20. **Security Vulnerabilities:** Weaknesses or flaws in a system that could be exploited by hackers or malicious software to gain unauthorized access
21. **Serial Number:** A unique identifier assigned to a product, document, or piece of equipment. It helps in tracking, identifying, and verifying the authenticity of the item.
22. **Document Recording:** The official process of registering or documenting information, often with a government or authoritative body.

**ABBREVIATIONS AND ACRONYMS**

**ID:** Identification Document

**GDRIVE:** Google Drive

**FC:** Fire Cloud

**EDMS:** Electronic Document Management System

**DB:** Database server

**VM:** Virtual server

**DNS:** Domain name system server

**API’s:** Application Programming Interface

**OCR:** Optical Character Recognition

**CHAPTER ONE: RESEARCH INTRODUCTION**

**1.1Research Problem**

My sister was planning to travel abroad in the next 3 months to pursue her higher level of education. She seems to have no clue of where all her personal and issued documents are. Due to this she finds it so hard to make the planned trip to pursue her interest in leaving the country. This pressures her and gives her headache in finding herself in crisis where she can’t lay hands on the vital documents and ID’s, either misplaced or lost or just far away when she needs them in this critical time.Now she can’t run her errands as desired as the trip requires her to have a passport, visa and even the national ID.This issue should be solved in ways to avoid no similar occurrences to happen next time by helping people to be able to access their vital documents whenever they choose to, in a particular time to avoid misplacements and loosing off important documents that may end up in wrong hands.

**1.2Research Questions**

1. How should the suggested system fetch details from the database of the system and provide data
2. How will the users record their desired documents in the system
3. What is the specific number of documents to be keyed and recorded in by a single user
4. Which types of documents are to be considered by the system
5. How can one save the desired document after recording the files
6. How is one assured with the security of their documents in the system
7. How will the system deal with the security being vulnerable to the security being compromised by external attacks
8. Which is the desired age bracket in order to access this system
9. What are the innovations used in hand with this system
10. What are the emerging benefits of developing this system
11. What is the purpose of the proposed system

**1.3Research Objectives**

**1.3.1 General Objective**

1. To develop a Personal Document and ID Keeper system

**1.3.2 Specific Objectives**

1. To develop a mechanism whereby an end-user can insert and upload specified documents of choice such as ID’s and certificates
2. To implement a mechanism that the system can search and retrieve a document projected by the end user
3. To implement security mechanism by which only the cloud manager is allowed proper access to control the system
4. **Study Justification**

The proposed solution will be a computerized system implying that if one has important documents of his/her specification and wants to store them safely,instead of the documents to be physically, now the personal ID and document keeper system is able to assist.This system is some sort of virtual online vault that contains a cloud storage that will facilitate any safe keeping of documents such as ID’s and certificates for free.The system is encrypted with the authentication of the user to protect their personal documents keeping them private.The system’s security will be created as it will not be vulnerable to attacks from other people.This computerized system will provide end users with easy tracing of documents eradicating loose of important documents.The precious documents are kept safely in a vault like database that only the end user can retrieve the use of encrypted password in the cloud.When the user needs the specified documents him/her can access the digital locker and access them anytime and anywhere.

**CHAPTER TWO: LITERATURE REVIEW**

**2.1 Overview of Personal Document And ID Keeper System**

The purpose of a personal document and ID keeper system is to keep and store personal documents such as ID’s, birth certificates and life achievement certificates etc. In a life circumstance, people are prone to be losing track of where they placed the desired documents, due to lack of being disorganised.Personal document keeper systems now reflects to a digital safe where these documents are kept safely in a locked virtual vault.This systems allows people to keep track of their documents in an orderly manner (<https://www.nerdwallet.com/article/finance/organize-important-documents/> ) to provide an individual an ease of time in tracing his/her documents in times of need.The art of digital personal document management system has evolved ever since technology changes overtime.Meaning documents can now be accessed with smart devices making it convenient to careless handling of important documents.As a digital safe is an encrypted online storage for documents, it must contain the users passwords inorder for privacy of the documents. (<https://www.postumo.fr/en/10-reasons-digital-safe/> ).

A Personal document and ID keeper consists of feature that align with the system’s compatibility (<https://blog.mesltd.ca/7-features-of-an-electronic-document-management-system-edms-to-help-you-boost-efficiency/> ).Google Drive is one of the examples of a Personal ID and document keeper system (<https://edu.gcfglobal.org/en/googledriveanddocs/all-about-google-drive/1/> ). Google drive is a free online service that enables the accessing of documents online from anywhere using the cloud. (<https://www.ionos.com/digitalguide/server/tools/what-is-google-drive/> ) with steady internet connection, drive eliminates the need for saving files in USB drives or carrying of documents physically everywhere. A major requirement of using a google drive is having a functional gmail address account (<https://noblue.co.uk/news-updates/b2b/top-ten-google-drive-features/> ) it also contains other features which include: *Team collaboration* – it is able to collaborate with others on documents and offers working on several files at the same time; *Share with people outside your organisation –* enables files and folders to be shared across multiple email addresses for viewing and editing depending on the administrator settings; *Advanced search features* – in a scenario where you have many files at a database storage it is hard to retrieve a specific document, this is where now the search feature helps now to get certain files with just searching for the intended document ; *Drag and drop uploads –* this feature enable the insertion of files by dragging of files directly thus saving time,*Use the method app to scan straight to your drive –* the method of scanning is really useful in that you can use your camera to scan an image and save it in your drive; *Starred folders and files* – with holding too much documents makes it hard to find them, thus adding a star onto one particular item of choice makes it easy to find specified file in a particular time;*Automatically convert uploaded files to Google Docs editor format –* makes it possible to edit documents directly in the drive without necessarily using editors such as word; *View any type of file* – any type of documents can be able to be accessed in the drive;With these features, Google Drive some existing benefits; It contains generous free storage as it provides one with additional space in storing multiple files,photos and documents, seamless intergration for it allows real easy time in production and editing of documents,another benefit is advanced security features because it contains a diverse methods of maintaining lots of encryption in files and documents, Lastly it is accessible for it enables files to be stored in the online cloud making documents to be drawn directly form the drive with just a click of a button. (

[https://driveuploader.com/blog/google-drive-storage-benefits-and-limitations/#:~:text=The%20Pros%20of%20Google%20Drive%20Storage,](https://driveuploader.com/blog/google-drive-storage-benefits-and-limitations/#:~:text=The%20Pros%20of%20Google%20Drive%20Storage,Generous%20Free%20Storage&text=Accessibility%3A%20Files%20stored%20on%20Google,Gmail%20to%20access%20Google%20Drive./)

[Generous%20Free%20Storage&text=Accessibility%3A%20Files%20stored%20on%20Google,Gmail%20to%20access%20Google%20Drive./](https://driveuploader.com/blog/google-drive-storage-benefits-and-limitations/#:~:text=The%20Pros%20of%20Google%20Drive%20Storage,Generous%20Free%20Storage&text=Accessibility%3A%20Files%20stored%20on%20Google,Gmail%20to%20access%20Google%20Drive./) ).

**2.2 Recording/Cataloging of New Documents**

Documents recording and cataloguing plays the major fundamental function in the system of major fundamental function in the system of documents keeping. The system takes in data from the user and record various details of interests as per the user’s interests. The user will insert the serial number issued by the system to find his/her name section where the documents of documents of different types will list down. In the process of recording the documents, the user is needed to provide some details such as id serial number, name, number of documents and types of documents to be recorded. The system contains a searching engine where user will find it easy to locate the desired documents using the serial number issued to every user in the time of registration.This serial number is not common to every user as the system issues unique numbers to identity every user in the system. Systems like (GDrive) and the (FC) also contains the searching catalogue to helps users in the locating of their desired documents as first as they can. Catalogue searching enables the user in these modern systems as the like of Google Drive and Fire Cloud to search for items in various databases and hand pick documents desired by the user at a very easy and time saving technique. Modern systems have adopted these technique nowadays and made it easier for people to store documents safely in the cloud.

**2.3 Tracking of Documents**

**2.3.1 Tracking Issued Documents**

Documents keeping acts like an online vault for storing important files safely without manually storing the documents yourself. This safe vault like feature in the system implies that when a user wants to retract a particular file of interest he/she is supposed to locate the document first. This process of gaining access to the documents is known as Tracking. Tracking process is a phase where the system takes some small details from the user in searching for a required document. The user in turn enters a specific unique serial number that was issued specifically to the user when registering in the system, then all documents of the user are fetched from the database server where his/her interests. Tracking process becomes complete by these implemented procedures by the user to the system. Automation is also included in the Tracking of documents as it lifts all the manual work from the admin. It also brings up perfectness with no errors made in the making.

**2.3.2 Number of Documents Retrieved**

In a modern documents keeping system, the system must be accountable for all issuing happening in the system. It must be able to follow the aspects as issued by the admin. When a user is in need of some personal documents at a particular time he/she issues a retrieval command to the system suggesting the documents of need. The system takes the command in places and retrieves the documents as asked by the user. Before the user is enabled to gain access to the documents, he/she enters the number of documents to be issued by the system. The system then records the issue of the number of documents given access that time. This technique allows clarity in the system to prevent giving off documents to the wrong party. By recording the number of issued documents it is documented that may hinder the functioning of the system. Therefore the system has proof that it cannot be issued in regarding to leaks of information from the system.

**2.3.3 Type of Document**

In this specified system as alike Google Drive and Fire Cloud they contain a category where all system files are saved in a database. The system entailing multiple adverse documents of every type it requires the admin to be able to locate every type of document to it’s specific purpose. These documents may be of different types such as id, birth certificate, personal achievements documents etc. Now the system is to work on how the types of documents will be retrieved in the system. Types of documents discussed among others now requires the user to make considerate changes in getting the system to retrieve the document of preference. The system reaches to a stage where it has taken command from the user to retrieve the files and provide them to the user. The user now gets immediate contact to the document him/her wanted.

**2.3.4 Issued To**

Issuing of the system components such as the personal id, birth certificates, certificate of achievements and the rest are issued to the user. The user only need to get response from the system admin who has all the control of the system. With all the assistance from the system admin, the end-user enjoys all the interests of gaining all the files and documents documented earlier by the user his/herself. The system does what is required and proposes the files asked by the end-user.

**2.3.5 Issue Date**

In this phase, the system now gets to have an acknowledgement date where it marks and records the exact time when the document was requested and issued from the user to the system. After the user makes a possible request of which document he/she has settled on retrieving, the system marks a time the request was made and the date going in hand. This procedure makes it easy for the system to make considerate clarification on security of the user’s data going in and out the system. The system is able to save the data of the time and the date and record it in a database where incase, of future problems incurred by the user, then the system is able to have proof of every process made in which time and the exact date made by the user. Using this method makes it clear of security personnel data of every user that intends to get in the system in future in turn also legitimizes the awareness of the system.

**2.4 Automated Alerts and Notifications**

Systems such as Google Drive and Fire Cloud has a feature of notifying it’s users on automated updates and notifications on maybe issues and problems that the system may face in present or future. To keep the users in contact with the system inorder for the users to have information on everyone to have same features at a particular time. These scheduled alerts and notifications will have made the system to have easy time with the users. The alerts maybe just informative messages to end-users or alerts on the system being down for a while. Google Drive is highly trusted in many occurrences in dealing with online vaults and majorly does alerts and notifications in updates and so it makes users to trust it’s services implying that a system should issue scheduled alerts and notifications form time to time.

**2.5 Functions of the Cloud admin/staff in the system**

The role of Cloud admin or staff in the system is to enable user and access management to end-users who use the system. The admins gives users an easy time to access the system and use it profoundly without any issues in the system. The system having complex issues that needs solving, the admins make it possible for users to use it well escaping all problems encountered in the system. Another role of the staff is to regulate security in the system allowing users to have a secure safe space in working with the system. The system containing vulnerabilities such as malware attacks and viruses etc, the admins play a role in securing and take precautions in potential attacks that may be issued by hackers towards the system. The system also plays a role in backing up and recovery for all the data stored in the database in the system. The system requires backup incase, any problem that occurs hindering the system will be prevented and save all data that is contained in the servers of the system. The system admins performs troubleshooting in the system where they check for any errors occurring in the cloud server of the document keeping system. The admins check for the present and future errors expected to occur.

**2.6 User accounts Separation in the System**

The document keeping system seperates the users in that they contain a unique serial number that identifies each user different from each other. This feature enable every user to have his/her identification number that locates the accounts of each user. Each account has a serial number allocated to it in times of registration. So this separation makes it easy to identify the user form another user in the same system making it easier also for the staff to locate processes in the system. It also enables the system to separate itself form it’s users making the system to have a controlled system that understands the roles of everyone in the system.

**2.7 Development Technologies**

In the development of this particular system we will use various tools in the systems which will extensify the system to have more features in the functionality. Many diverse tools that are to be used in the system which include the making of databases and server control in the system. These databases contain large amounts of data which are stored for users using this system. Inorder for these large servers to be built, it needs databases of such as RDMS, NoSQL, Time series, search engines, data warehouse, in-memory, NewSQL and distributed databases for a proper system to be made. Now when it comes to tools used there must be development frameworks, front end development tools, testing tools etc. Breaking down the tools we start with the development tools here we use IDE’s such as visual studio code, secondly the database tools where we deal with database management systems, database modelling, database migration and database performance monitoring. Thirdly, backend development framework will include web frameworks such as java, python, node.js and Ruby and API’s and Micro services such as Flask(python), FastAPI(python), and micro services such as Flask(python), FastAPI(python), Micronaut(java) and Koa(node.js). Fourthly, contains front end development tools in the case of frameworks/libraries such as react, angular, vue.js, svelte, and CSS preprocessors such as SASS and LESS. The fifth tool is the testing tools which include unit testing integration testing, load testing, security testing and continuous integration testing. The rest of these tools are the CI/CD tools, cloud and virtualization tools, security tools, collaboration and communication tools, deployment and infrastructure management which help a lot in creating, managing and implementation of the id and document keeping system.

**2.8 Benefits of the Personal ID and Document Keeper**

**2.8.1 Benefits to Developer**

Firstly, the developers have their own benefits despite being the creators of the system in the making. The system provides an enhanced monitoring and maintainance to the system helping them to control the system without any difficulty. The monitoring comes in looking at what the users are doing in the system and helping them to find it easy to use the system as end-users. The system developer also diversifies in the field of collaborating with third-party services such as servers that are intergrated with external API’s services enabling features like the OCR, cloud storage and digital signatures. Incase of any system failure, the system can reuse the code with this it helps developers to have a well-structured system enabling developers to reuse code in different other modules in the system as a whole.

**2.8.2 Benefits to Users**

The system contains a user-friendly interface which enables users to have an ease in using the id and document keeper. The system firstly provides users with instructions on how to use the system well with ease in using it. This instruction contain also rules and mitigation where it directs users where they are supposed to be and where they are not supposed to be doing. Ease of access is also a factor that enables users to have it easy in the system where it is made so user-friendly to beginners and also the expertise people. The system having an ease of access means that anybody can have access to the system straight from their phone making it easy and reliable to use it in the phone wherever one is. Enhancing the security to the users assists the users to have their documents protected from attacks in every way they use the system. This system contains multiple authentications and password encryptions that protect user and admin data from outsiders who have no good intention in using the system.

**2.9 Challenges of the Personal ID and Document Keeper**

**2.9.1 Challenges of Development**

For a system to continue it’s development it also must have some challenges going in hand at that time. Maintaining system performance is one of the challenges where the system admin faces hardships in maintaining the system’s normal workings. These workings may include storage of files correctly, making errors in storing files and extensive documents and the system may also be down for a couple of hours affecting the system’s compactibility. This issue is addressed by admins and the staff by conducting system maintainance regularly.With servers such as the DB server, VM server and DNS server contain server maintenance which are scheduled from time to time which helps the system to avoid challenges in development. Another challenge is the user authentication and access control making the system to undergo a disfunction from a period time where it is used. As a user uses the system him/her has to have authentication password encrypted to the account so as of high security impact. This impact helps the system to have a system that is secured highly but sometimes this isn’t the case because the security system can face issues as it can face technical issues in the part of password encryption. This issue occurring might make the system to go down for couple of hours limiting the system’s functionality. The system faces also scalability issues in that for a particular system to work well, it needs to have a limited space of users depending on the system’s compactibility to hold enough users. These users should have specific number of users that is meant for users. Without this the system might face a failure that is experienced when it is overloaded with multiple users the same time messing with the functionality of the system.

**2.9.2 Challenges of Use**

For a document and id keeper system accessibility and availability is one of the problems it faces in the aspect of the user to be able to reach the needs of gaining access to the system. Taking an instance of people in rural areas where there is no internet, they might face challenges in accessing their documents in the system due to limited connectivity. Thus they cannot use the system in storing their documents effectively as required. Security issues also is a factor of challenging the system as the users find it difficult to trust a system with saving their important sensistive documents in the system. This risks the user’s data as they find it confidential to save any data trusting any system. Many users cannot adopt the style of new technology in this trending world thus other end-users will be behind as they have already adopted traditional ways of saving their documents manually. Cost of service also affects the systems normall working as they incur a lot of expenses in dealing with cloud server costs for the online service. With all these challenges the system admin must find possible solutions to make the system to be compatible with all the expectations of the users.

**2.10 Conclusion of Literature**

In taking a look at our system we see that it has a potential of solving multiple problems in our system helping people in many ways. This ways have impacted the community with countless acts of storing people’s documents that has affected the community in keeping. This system being built it covers a lot of documents having been lost due to either lack of tidiness or responsibility in taking care of our physical papers be it important or non-important. Every document plays it’s roles in the aspect of being important. Thus will all these changes and implementations made it much possible for people to be responsible.

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