

Cloud File Organization

A Practical Guide for Secure, Organized Digital Storage

Why Cloud Organization Matters

Disorganized cloud storage leads to lost documents, duplicated files, and security risks. This guide helps individuals and organizations build clarity, structure, and control.

Choosing the Right Cloud Platform

Understand differences between Google Drive, OneDrive, Dropbox, and others. Choose based on access control, integration, and compliance needs.

Folder Structure Best Practices

Create a top-level folder system by function: Administration, Finance, Legal, Operations, and Archives. Avoid deep nesting and inconsistent naming.

File Naming Conventions

Use standardized names: YYYY-MM-DD_DocumentType_Description. This ensures files sort correctly and are easily searchable.

Access & Permissions

Grant the minimum access necessary. Use view-only, comment, and edit permissions intentionally to reduce risk and maintain accountability.

Version Control & Cleanup

Avoid multiple 'final' versions. Use built-in version history and conduct quarterly file cleanups.

Security & Backup Alignment

Cloud organization works best when paired with strong passwords, two-factor authentication, and off-platform backups.

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This guide is provided as a free educational resource. For guided systems and automation, visit lafariesmortimerllc.com/laap.