



**OVERVIEW:** This document provides the essential information for what personnel positions and posts get access to what documents. This document is to be updated often and reflect accurately what the current setup is of the foundation.

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## SITE X – GOOGLE DRIVE DOCUMENTS

### PUBLIC FOLDER

All personnel of all roles have access to **view** this drive.

### MEDIA FOLDER

Any personnel relating to the creation of the game, to the advertising of the foundation, or any high role position have access to this folder. This contains all media that is used as apart of the site's identity.

### DEPARTMENTS FOLDER

All the department heads have access to their respective department folder, to which they are to store and edit documents in those folders. They can also pull their own documents, covert them to pdf, and publish them on their department document resource page or channel, so that site personnel can access it.

Special permissions apply to administrative department, which are listed below.

#### Administrative Department Folder

Department Heads are free to access to the Department Heads folder.

The O5 folder is dedicated to the O5 council only.

The "Contacts, commissionees, etc" and "financial sheets" documents are available to all administrative department members as well as select members of the logistics and financial departments so expenses and profits can be logged for analytical research and decision making.