**Project Clean up the Drive**

**1.Top-level folders are shared only with the relevant people.**   
 - If someone needs a specific file like a procurement template, either share it with them individually or put it in a sub-folder called “Procurement files for Marketing” that’s shared with both departments.

**2.Descriptive Naming Conventions**

- make sure everyone knows and understands why the naming rules you have in place are important. Write the rules on a poster and stick them on a wall, Send out a company memo (or three).

1. **What type of document is it**

- contract,

- invoice,

- proposal.

1. **Who or what it relates to**

- customer name,

- project name,

- office name.

1. **What the status of the file is**

- approved,

- not approved,

- archived.

**2.Make sure people keep their own files in private folders and to share purposefully**

**3.Allocated Sections (**Each person is responsible for monitoring their unit**)**

- maintaining the file structure

- creating new folders

- overseeing a periodic clean-up.

### 4. Colour code the folders

- Make each folder in the Drive a different color and then each subfolder a different shade of that same color. For example. The Subfolder are the same shade as the subfolder it is contained within. This way, if you’re looking at a folder title, you can instantly tell what types of documents are contained in it simply by glancing at its hue.

**5. Inventory of folders and Subfolders (maybe this will take too much time, need to find out how to get a tree map of the google drive, someone could write a script for this?)** -Current Folder/Sub-folder name  
- File Class (from the CRS)  
 - Brief Description/Comments  
 - Date Last Modified  
 - Office of Primary Responsibility (yes/no)  
 - Official Copy (yes/no)  
 - Ongoing Operational Need (yes/no)  
 - Status (retain/delete)