## Copilot

Sure, I'd be happy to help you create a file classification plan. Here's a basic outline to get you started:

# File Classification Plan

## 1. Identify Categories

First, identify the main categories of files. These could be based on the type of content (e.g., financial, legal, marketing), projects, departments, or any other criteria relevant to your organization.

## 2. Define Subcategories

For each main category, define relevant subcategories. For example, the 'Financial' category might have subcategories like 'Invoices', 'Receipts', and 'Financial Statements'.

## 3. Set Naming Conventions

Establish a consistent naming convention for your files. This might include the date, the name of the project or department, the type of file, and other relevant information.

## 4. Determine Access Permissions

Decide who should have access to each category and subcategory of files. This might be based on job role, department, or individual.

## 5. Implement Version Control

If multiple versions of a file will be created, decide how you will distinguish between them. This might involve appending a version number or date to the file name.

## 6. Plan for Archiving and Deletion

Finally, establish a policy for when files should be archived or deleted. This will help to keep your file system uncluttered and ensure that you're only keeping files that are still useful and relevant.

Remember, this is just a basic outline. You'll need to customize it to fit the specific needs and structure of your organization. I hope this helps! Let me know if you have any questions or need further assistance. 😊