<https://support.microsoft.com/en-us/office/overview-site-governance-permission-and-sharing-for-site-owners-95e83c3d-e1b0-4aae-9d08-e94dcaa4942e>

* Restore previous versions of a document using SharePoint version control
* The Check Out feature allows you to prevent any alterations of a document by other individuals while you are editing it
* Requiring Check Out of files ensures that only one person can edit the file at a time
* The Owner group is for people who must be able to manage site permissions, settings, and appearance
* The Member group is for people who must be able to edit site content
* The Visitor group is for people who must be able to see content but not edit it
* Only give users permissions they need
* The Governance Model is a set of policies, roles, responsibilities, and processes that you establish to determine how the people in your group use SharePoint
* Avoid granting permissions to individuals and instead work with groups to create a clean, easy-to-visualize hierarchy
* Segment content by security level (create a site or a library specifically for sensitive documents, rather than having them scattered in a larger library and protected by unique permissions
* Set a schedule for reviewing sites and their contents to see if they are worth keeping