9 Rules for File Management

1) **File regularly (references, redlines, checkprints, emails, and other feedback)**
2) **All deliverables are Working Items. Any other document may also be a Working Item if others will rely upon it.**
3) This is the top-level folder structure within each work group or discipline:
    - 0_References
        - _Archive
    - 1_Working
        - _Archive
    - 2_Checking
        - From
        - To
    - 3_Issued
        - _Archive
4) **Maintain strict version control of working items** (everything except the current version should be archived, or elsewhere)
5) Group working items by type, then by tag number or other unique identifier
6) References, Checking, and Issued folders are intended as top-level folders, not sub folders for working items
7) Keep track of redlines and identify the party and version for the checkprint
8) **3_Issued is to be used when sending working items for its intended use (Review, Use, Construction, etc.)**
9) Archive anything except the most recent version