MANAGING MWS COMPUTER DRIVES

Your drive choices

C: DRIVE
Your computer's local hard drive
Best for desktop shortcuts and software
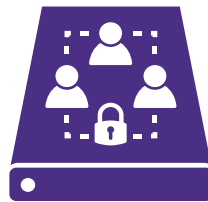✗ Not recommended for work files
✗ Not backed up
✗ Vulnerable to damage, viruses, & theft

H: DRIVE
Personal network drive
Fee of 25¢ per GB/per user/per month
✗ No shared access to files
✗ Only owner can view files
✓ Backed up daily

I: DRIVE
Shared network drive
Fee of 25¢ per GB/per month
✓ Ideal for shared workgroup files
✓ Only your workgroup can view files
✓ Backed up daily

Managing your electronic records

Got fifteen minutes? Try these quick cleanup tips!

- Sort folders and files by date.
- Delete folders/files whose dates have passed their retention period.
- Review and delete drafts if a final version has been approved.

Planning ahead for continuous cleanup

Manage by folder, not file.

- Create folders based on broad categories that describe your files, such as Personnel or Finances.
- Create subfolders to organize files within each category.
- Sort by date to streamline cleanup.

Use standard naming conventions for files.

Easily locate and manage files by using a naming system. Here are some suggestions:

Project Name **+** Date Project Closed
Employee Name **+** Fiscal Year
Meeting Name **+** Meeting Date
Student Name **+** Graduation Date

RECORDS MANAGEMENT
UNIVERSITY of WASHINGTON

Questions about electronic record management?

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