

# MANAGING NEBULA COMPUTER DRIVES



## Your drive choices



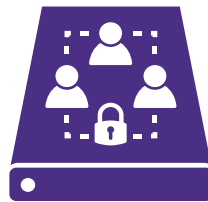
### C: DRIVE

- 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 35¢ 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



Questions about electronic record management?

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👉 <http://tinyurl.com/uwrecmgt>