

This list of best practices is intended to be a set of guidelines (not hard and fast rules) that, if followed, should help everyone keep the N drive more organized and less cluttered and make things easier to find. It was developed following a qualitative inquiry into the N drive and the way it is used in the GLC office, which included interviews with certain project leads, an office-wide survey, and the creation of an affinity map. Because we found that employees were generally happy with the N drive the way it is now, and that everyone highly values their freedom, we decided not to enforce any major standardization.

- Try to keep the number of miscellaneous files stored in upper-level folders to a minimum
- Use version numbers (v0.1, v0.2... v1.0, v2.0... etc, with whole numbers being for final or semi-final versions) for keeping track of different drafts, rather than ambiguous phrases like 'Final', 'FINAL Final', etc
- When a document is completely finished, it may be helpful to move all older drafts to a separate, lower-level folder, leaving only the final version and the drafts folder in the main project folder rather than all of the individual draft files
- Exact procedure for archiving will depend on what your project lead decides, but in general, when you finish a project, take a few minutes to go through the files and folders you're responsible for and flag anything that can be archived by [exact procedure for flagging has yet to be worked out; fill this in once one is decided on], keeping record of all items you flagged, and send the list to [the designated employee for archiving].
- Additionally, in general any content that has not been used for 5 years or more (look at timestamps) can be archived
- If you get behind on flagging content for archiving, there will be a bi-yearly digital cleanup day every six months with time that you can dedicate to organizing your folders, but try not to depend on these too much
- Try to keep filenames as concise as possible while still including the most important identifying information
- Write dates in the 'yyyy-mm-dd' format (ex. '2019-08-20', rather than say '8-20-19' or '2019 Aug 20'); this will help immensely with sorting and searching for files