Manage a Shared Drive

Instructions for Using This Job Aid

Use this job aid when you are assigned to manage a shared drive. Check off each step when you have completed the step.

Procedure	Actions/Decisions	
1. Identify shared drive recordkeeping requirements	1. Obtain agency records schedule.	☐
	2. Obtain and review organizational file plan.	☐
	3. Work with the ARO to identify and review privacy and security requirements.	☐
	4. Work with the ARO to identify whether this is a recordkeeping system or a reference tool.	☐
	5. If the shared drive is a recordkeeping system, then move to subtask 2.	☐
	6. If the shared drive is not a recordkeeping system, then see instructions that come out of step 3.1.	☐
2. Describe the current state of the shared drive.	1. Ask IT to provide information on the shared drive. Information such as: • All drive names used by or assigned to the unit, including drives that may have been abandoned over time. • Data volume, number of files, file names and owners, including offline, near-line, replicated servers and backups for each drive used by the unit. • Estimate of the annual growth of volume based on size and dates of files for the last five years.	☐

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	2. Create a spreadsheet from the data provided by IT that shows the location of all information and records the unit has, identifying volumes of data, number of files, with their names and owners, and locations, including offline, near-line, replicated servers and backups.	☐
	3. If there are still questions about the current state of the shared drive, then set up meetings with end-users to get clarification.	☐
	4. Organize a meeting with end-users to determine the following: • Whether each folder aligns with the business functions and/or the records retention schedules of the unit. • How folders and subfolders are currently named. Is it by function, personal name of owner, fiscal year, or some other method? • Whether or not case/project folders are structured in the same way and whether or not files in case/project folders are organized into subfolders. • Whether or not there are folders and/or subfolders that are adequate to transfer as-is to a new folder structure? (In other words, do they match a business function and/or a records schedule?) • Identify any possible restrictions and/or permissions that are not being imposed but should be.	☐
	5. Add this information to the spreadsheet mentioned above.	☐
3. Describe the new shared drive model.	1. Create a shared drive task force to work on and/or develop the following: • How to manage drafts and working files. • How to manage non records and personal files. • If necessary, update the file plan. • Use current file plan to develop an organizational structure for the files. • Apply relevant records schedules including GRS and agency schedules. • Establish naming conventions.	☐

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	• Decide whether existing records must be renamed according to the new naming convention, or whether use of the naming convention will be day-forward only.
	• Create a crosswalk from the old structure to the new one.
	• Develop business rules such as:
	  ○ an agreed-on set of acronyms
	  ○ duplication of folder names
	  ○ records may be saved to the shared drive
	  ○ separate records from drafts and other working documents
	  ○ limiting access to restricted records (in support of the draft access restriction schema)
	  ○ path names must be shorter than 255 characters or less
	  ○ closed or inactive files be moved to folders designated for disposition
	• Decide who will perform such tasks as deleting and/or moving non-records, moving files to the new structure.	

	2. Document these decisions in a planning document/project plan.	☐
	3. Create a list of implementation steps.	☐
	4. Circulate draft plan to stakeholders for review.	☐
	5. Edit draft plan.	☐

Procedure	Actions/Decisions	
	6. Submit draft plan to management for review.	☐
4. Build the new shared drive model.	1. Obtain the final plan and any supporting materials.	☐
	2. Use the information in the plan on the shared drive structure and naming conventions to set up the files in the shared drive.	☐
	3. Use the information in the plan to write policies and procedures for implementation (e.g., naming conventions, managing drafts, cutoff instructions).	☐
5. Test the new shared drive model.	1. Ask the shared drive task force to test the new shared drive.	☐
	2. Identify and create a series of test cases for testing.	☐
	3. Create test version of the shared drive structure.	☐
	4. Create a feedback tool for testers to use.	☐
	5. Send the link to the location of the shared drive test site, policies and procedures, test cases, and feedback tool to the shared drive task force for testing.	☐

Procedure	Actions/Decisions	
	6. Meet with the shared drive task force to get overall feedback on their experience.	☐
	7. Obtain and review the feedback received via the feedback tool.	☐
	8. Edit the policies and procedures and make changes to the folder structure based on feedback.	☐
	9. Send revised policies and procedures to program management and stakeholders for review and comment.	☐
	10. Revise policies and procedures based on comments from program management and stakeholders.	☐
	11. Send revised policies, procedures, and folder structure to the ARO for review and approval.	☐
6. Kickoff.	1. Create live version of the shared drive structure.	☐
	2. Compile the new policies and procedures and folder structure.	☐
	3. Set up a kick-off meeting with staff.	☐

Procedure	Actions/Decisions	
	4. Creating training materials and job aids.	☐
	5. Send the policies, procedures, and training materials to staff.	☐
	6. Host a kick-off meeting.	☐
7. Disposition.	1. Organize training for the Records Custodians to prepare for the end of the FY or calendar year records cleanup day.	☐
	2. Notify the Records Custodians about the end of year records cleanup day. Include pointers to or attach the file plan and/or records schedule.	☐
	3. Ask the Custodians to make sure records are not covered by a litigation hold. If they are unsure, then they will ask the RLO.	☐
	4. For the records not covered by a litigation hold, then ask the Records Custodian to consult the records schedule or file plan to identify the correct disposition authority, make sure the records are temporary (disposable), determine when and how the records were closed, and determine how long they are retained after closure.	☐
	5. If any of the closed records are temporary and eligible for disposal, then ask the Custodian to complete the destruction form for each series located on the Records Management website, then send it to the records owner or the person who has the authority to authorize destruction, and then to the RLO for final review.	☐

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	6. If you approve the destruction, then instruct the Custodian to delete the records on the shared drive.	☐
	7. If you disapprove of the destruction, then get back to the Custodian to explain why.	☐
	8. If any of the closed records are permanent, then ask the Custodian to send you a detailed folder level list of what is eligible to be transferred to the National Archives.	☐
	9. Review the folder list and compare it with the agency records schedule.	☐
	10. Notify your NARA Electronic Records Archivist of the proposed transfer of permanent records.	☐
	11. If you have an ERA account, then create a TR in ERA and attach the folder level content list(s).	☐
	12. If you do not have an ERA account, then contact the ARO or the ERA account holder and request that a TR be created. Forward to the ARO or ERA account holder via email all information necessary to complete the TR.	☐
	13. Transfer the records and any documentation to the National Archives via the agreed upon method, upon approval of the TR.	☐

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	14. Ask the Records Custodian to send you a list of the folders/files that need to be moved forward to the next FY or calendar year.	☐
	15. Create the new FY/calendar year folders.	☐
	16. Move the active files/folders forward to the new FY/calendar year folders	☐
	17. Label the closed files/folder in the previous year's files.	☐
	18. Notify the Records Custodians that they can begin filing in the new files/folders	☐