



Keeping Shared Drives Organized

DEFINITIONS

What are Shared Drives?

Shared drives are typically used to store and share content such as word-processing documents, scanned and photographic images, audio, video, spreadsheets, presentations, and databases.

What are Recordkeeping Reviews?

A detailed listing that could include the types, locations, dates, volumes, equipment, classification systems, and usage of data of an organization's records.

What is a Retention Schedule?

A retention schedule is a document listing all the titles of the records series, length of time each document or record will be retained as an active record, the reason for its retention (administrative, legal, fiscal, and historical) and disposition agreed by the user, receiver, and Records Officer.

What is Disposition?

Final stage of the lifecycle of a record where it either is destroyed or transferred to University Archives.

*The 8 Generally Accepted Recordkeeping Principles®

1. **Accountability**
2. **Transparency**
3. **Integrity**
4. **Protection**
5. **Compliance**
6. **Availability**
7. **Retention**
8. **Disposition**

Best Practices for Management of University Records

OVERVIEW: This planning document is a broad overview for use to assist in the ongoing process of maintaining the organization of records in shared drives or other electronic information systems, and is to be used after the preceding document on Setting Up or Cleaning up Shared Drives. Public records are essential for the conduct of government business and should be carefully maintained according to [Wisconsin Administrative Rule 12](#) for Electronic Records.

Questions to ask while maintaining records in a shared drive:

- ✓ When was the last time a recordkeeping review was conducted?
- ✓ How often should a recordkeeping review be done?
- ✓ How many years are the records required to be kept? Refer to the University Records Retention schedule on the [Records Management site](#).
- ✓ Does the department have a file plan? Are the files in the shared drives currently following the procedures established in the department file plan? Who and what role in your department and/or unit would be in charge of the recordkeeping reviews of shared drives?

What needs to be done to maintain a record until its disposition?

Refer back to the policies and procedures and best practices that govern the maintenance of records in shared drives. These include, but are not limited to, retention schedules, file plans, the 8 generally accepted recordkeeping principles, disposition rules, etc.

- ✓ Establish a team and/or individual to oversee the maintenance of the shared drive. This team and/or person should have access to the shared drives and should be accountable for retention and disposition of the records.
- ✓ When information and records reach the end of their retention and have no further legal, fiscal, or administrative value, the appropriate steps should be taken to complete the disposition process. Please consult the [University of Wisconsin Records Management](#) website for more information regarding the lifecycle and retention and disposition of records in shared drives.
- ✓ Continually use the recordkeeping review process for proper organization of the department and/or unit's shared drives.



Job Aid

Recordkeeping Review Process:

Departments and/or units should conduct regular recordkeeping reviews of their shared drives. Most often, these reviews are completed no less than once per year and are meant to check for duplications, obsolete file formats, unwanted personal information, folder and file structure, and other ROT (Redundant, Obsolete, and Trivial Files) that accrue in shared drives. Below is an example of a shared drive that has not been kept clean, and needs to be reviewed. While there are other problems with the shared drive in the picture, three typical problems with many shared drives are noted for illustration purpose. Use this illustration as a guide to better understand what type of things should be considered when maintaining shared drives.

	Name	Authors	Date modified	Date accessed	Date last saved
	damage.jpg		11/2/2015 1:13 PM	12/23/2015 8:02 AM	11/2/2015 1:13 PM
Should only need to keep the Final agreement. Others are Redundant.	HVAC agreement Final 10-28-2015.pdf		4/11/2016 11:09 AM	4/11/2016 11:09 AM	4/11/2016 11:09 AM
	HVAC agreement Final 11-01-2015.d...	James Just	4/11/2016 11:08 AM	4/11/2016 11:08 AM	4/11/2016 11:08 AM
	HVAC agreement v2 jj.docx	James Just	9/10/2015 9:41 AM	12/23/2015 8:57 AM	8/21/2015 12:40 PM
	HVAC agreement.docx	Barbara Williams	11/2/2015 1:13 PM	12/23/2015 8:57 AM	11/2/2015 1:13 PM
	Industrial supplies agreement.docx		11/17/2015 10:10 ...	12/23/2015 8:57 AM	11/2/2015 1:13 PM
Photo collage follows poor file naming procedures	letter.docx	Barbara Williams	11/2/2015 1:13 PM	12/23/2015 8:57 AM	11/2/2015 1:13 PM
	photo collage.pdf		10/11/2014 9:46 PM	12/23/2015 8:02 AM	10/11/2014 9:46 PM
	Price discrepancy Fred.docx	Barbara Williams	11/2/2015 1:13 PM	12/23/2015 8:57 AM	11/2/2015 1:13 PM
The wedding video is personal content that should not be on the shared drive	Price discrepancy Tom.docx	James Just	10/22/2014 2:39 PM	12/23/2015 8:57 AM	10/22/2014 2:39 PM
	wedding video.mp4		10/11/2014 9:46 PM	12/23/2015 8:02 AM	10/11/2014 9:46 PM

Further Information:

- If your department and/or unit is interested in more information about maintaining your shared drives, please contact Peg Eusch, CRM University Records Officer. Contact information can be found at the bottom of each page.
- More information can also be found [here](#) at The University of Wisconsin Records Management Program homepage.
- The University of Tasmania provides a useful guide to managing and maintaining records in a shared drive. Their guide can be found [here](#).