

For the Record...

USING NETWORK DRIVES TO MANAGE INFORMATION

What is a Network Drive?

A network (shared or personal) drive is an IT-supported, authorized and managed shared drive which provides electronic storage space for authorized users.

What are the Benefits of a Network Drive?

- Provides a central space for storing information in electronic format
- Reduces duplication by having one central storage space
- University information is not lost when staff members leave
- Keeps information relating to a particular subject or function together
- Supports management of versions, drafts and working documents
- Provides ease of information retrieval through a controlled structure for electronic folders and files

What Information should be Stored on a Network Drive?

Files that are meant to be shared and files that are for personal work use should be stored in two separate areas of a network drive. The following table outlines two primary uses of a network drive – Shared Drive (i.e. S Drive) and Personal Drive (i.e. P Drive).

	SHARED DRIVE (S)	PERSONAL DRIVE (P)
Examples	<p>Information that is shared between at least two staff members:</p> <ul style="list-style-type: none"> • Drafts and final versions of documents, reports, minutes, etc. • Policies, procedures and forms • Administrative records • Anything that would be considered an <i>official university record</i>¹ <p>NOTE: It is best practice to use security access permissions on the shared drive to restrict access if required, rather than create password-protected files or folders.</p>	<p>Information relevant only to the individual:</p> <ul style="list-style-type: none"> • HR forms • Professional/career information such as a resume • Course materials, certificates of completion and other related information • Other confidential or personal work information
Access	Access defined based on unit requirements.	Restricted to the individual who owns the folder.

¹ An official university record serves as evidence of the university's organization, policies, decisions and operations

For the Record...

What Information Should Not be Stored on a Network (shared or personal) Drive?

Documents of a personal nature (i.e., vacation photos, music files) which are not work related should not be stored in any network storage location. Besides creating a burden for IT systems to back up, these items may end up being accessed incidentally as a result of an *Access to Information and Protection of Privacy (ATIPP)* request, legal inquiry or audit.

Is my C Drive my Personal Drive?

The C Drive is local to your computer. Some people call it their Personal Drive, but in the context of this *For the Record*, the C Drive is local to the machine and a Personal Drive resides on a Network Drive.

Can I use my C Drive to Store Information?

Storing information on your local computer's hard drive (C: Drive) is discouraged as it is normally not backed up. If your computer fails or is lost/stolen, then the information stored locally will be lost.