

## Guidelines for the T-Drive

### **GENERAL PURPOSE**

**The T Drive is...**A shared disk drive existing on a server or another computer other than an individual person's laptop or desktop computer to house electronic documents and files. Think of it this way...a filing cabinet, library, and/or safe.

#### **Function**

**a) Provides a means of backing up data**

Unlike your personal computer or "My Documents", the t-drive is backed up on a weekly basis, saving a "copy" of its contents at an offsite location.

**b) Controls who has access to certain information**

Users only have access to files that pertain to their job. The individual user access will be dependent on the department in which they work. This is to prevent unreliable or unauthorized alteration of documents/forms/records. Your individual user file is only accessible by you.

**c) A central location for useful files**

The "All One Team" folder contains our most often used files. (Ex: Timesheet, Emergency Contact list, Blank PO, Policies, etc.)

**d) Group work on a file of any size**

Many times a group of users are tasked with working on a group project. The t-drive enables you to work together on those larger files without relying on email.

**e) Availability**

The t-drive is available for access at all TRDHD sites. It is not available on outside networks.

#### **Who uses it?**

The t-drive is a tool/resource available for all TRDHD staff to use. For example the general user may use it as a place to store documents that are specific to their job or a department/manager may use it as a means to share information with their team or the organization as a whole.

## **Site Map**

This useful map identifies the general layout of the T Drive for our employees to increase user-friendliness

<T:\Public\T-Drive Site Map.pdf>

## **SECURITY**

### **Access**

All TRDHD employees have total read/write access to their individual folder. Each employee will be assigned access to files and folders that they need access to. All files and folders under the T-Drive will have access settings. {PATH TO FOLDER}. Managers will have the authority to assign increased access to other folders in their department as needed.

The 'Individual User Folder' located in "All One Team" houses individual user folders. \*\*\* {PATH to user folder} \*\*\* Only the individual user has access to their folder and may use it on a read/write basis. This allows you may save anything to your folder as well as delete it.

### **Back-up**

Users (employees) will have the ability to save files to the t-drive as a means of backing up files.

### **HIPPA**

All HIPPA policies will apply to files that contain identifiable information.

## **NAMING – FILES & FOLDERS**

In order to standardize file and folder names and to prevent unmanageable files, the T-Drive committee has recommended the following:

### **Characteristics of file & folder names**

- (a) Short, but clear meaningful titles
- (b) Avoid redundancy

- (c) Avoid the use of special characters . \ / : \* ? < > " |
- (d) Employees should consider grouping similar files into folders
- (e) Departments should consider standardizing files and folders conducive to their work.
- (f) Minimize the number of files and folders that appear inside a folder by grouping together.

## **MAINTENANCE**

### **Parameters**

TEMP folder

- a. TEMPORARY files that are placed in the Temporary folder should be monitored closely by the employee and moved to the appropriate file in a timely manner. These files are meant to be placed in the temporary folder only for a short time and will be deleted after 30 days.

### **Suggestions for Improvement**

Suggestions are welcome and can be made to your manager on ways to improve the utilization of the t-drive. The policy and guidelines will be reviewed as need and at least annually.

## **OWNERSHIP**

### **Responsibility**

Scheduled audit: The owner of the folder is responsible for doing a semi-annual review of the folder to make sure its content and data is still relevant and accurate to the folder and/or organization. As part of these guidelines there is a checklist/resource document for assistance.

### **Identify shortcuts and links (maintained by managers)**

Owners need to be aware of files linked (shortcuts) to the "All One Team" folder. File names of source files should not be changed in order to maintain the linkage.

## Glossary

**Backup:** refers to the copying and archiving of computer data so it may be used to *restore* the original after a data loss event.

**File:** a piece of digital information. (a word file, pdf, excel spreadsheet)

**Folder:** a virtual container within a digital file system, in which groups of files and other folders can be kept and organized

**Network Share (T-drive):** A shared disk drive existing on a server or another computer other than an individual person's laptop or desktop computer to house electronic documents and files. Think of it this way...a filing cabinet, library, and/or safe.

**Owner:** person responsible for maintaining the contents of a specific folder, personal or departmental.

**Self-Audit:** type of template that allows you to complete a self-assessment questionnaire to help you identify important files and folders.

**Shortcuts and links:** a way to make accessing a file regardless of the files' location.

**Site Map:** an overall picture of the structure of the T-drive.

**Temporary Folder:** a location for files to be shared between employees on a temporary basis.

**User/Employee:** Used interchangeably throughout guidelines.