# Computer File Management

## Policy

Computer files are to be named and saved in a manner which allows employees to easily access their own files and the files for their area on the network. If work-related documents are saved in personal drives, folders or external media they should be duplicated on OneDrive.

## Definitions

- Archiving is the process of moving files from the system hard drive to another medium (e.g. DVD) to maximise the efficiency of the network. These files are still available for access when needed.
- Backing up is the process of duplicating data in file copy or file backup format from the system hard drive on to another medium so that they are available in the event of network failure.
- A folder (or directory) is a container in computer storage where files or other folders are stored.
- When a folder is created within a folder, it may be called a subfolder of that folder.
- A document is an individual record such as letter, report or spreadsheet.

## Procedure

## Network folder structure

The computer network is structured as follows:

- Each application or subject should have a folder.
- In each of the folders for an application, create subfolders to match the activities or jobs groups for that program area.
- Create a subfolder for templates.

## Naming files

- Name files so that they are easily located and accessed by all organisation employees.
- If a second version of a document needs to be saved, add V2 (version 2) to the file name. Keep two versions of a document **only when necessary**.
- Include the file name and path (drive and folders) at the end of the document or in the document footer.

## Saving files

- Save files in the relevant folder and/or subfolder.
- If saving to personal media or cloud services ensure a duplicate is saved on OneDrive.
- Save lengthy documents regularly (at least every ten [10] minutes) while typing to prevent loss of data in case of computer or power failure.

## Backing up files

- Critical computer files should be backed up on another medium such as rewritable DVD or memory sticks at the end of each semester.
- The rewritable DVD's or memory sticks should be stored in a secure place.

## Archiving files

- A Master Archive Disk (MAD) will be collated at the end of each year.
- All documents created for the purposes of D-Teq should be ready for archiving on the last week.
- Files should be moved to rewritable DVD or external flash memory and will be stored in a safe place.

*Dteq Lab*
*D Block*
*North Metro TAFE*
*Richmond St*
*Leederville WA*

*dteq.weebly.com*