

### **What are Public Folders?**

Public folders facilitate workgroup collaboration in document production. Public folders are for storing and sharing working materials while they are in active use and storing duplicates of corporate records required by the workgroup on a regular basis. Public folders are common to both Headquarters and missions and are stored on local HQ or mission servers.

### **What Should Public Folders Contain?**

Public Folders are not meant to be permanent storage facilities for departmental information. Final documents must be sent to the corporate records repository (CATS) for management and long term storage. A copy of the final document may be retained within its subject folder for ease of reference and easy access.

Public folders can contain but are not limited to:

- drafts of documents that the group is finalising (collaboration);
- discussions;
- copies of frequently referenced information;
- template documents;
- address lists;
- staff lists;
- staff meeting agenda and minutes;
- work practices and procedures for the group;
- organisational arrangements of the workgroup;
- administrative information.

Documents stored in public folders are not restricted to word processing documents. They can be spreadsheets, e-mail messages or documents produced by any other application used within your workgroup.