

Shared Network Drive - I:\ drive

The I:\ drive provides a convenient medium for sharing information and making contributions of interest to the division / programme. The I:\ drive should be carefully managed and organised to easily locate documents. When the I:\ drive reaches its full capacity, you will be requested to remove inactive files. Periodic review of the I:\ drive is recommended.

Using the I:\ drive

- The branch/bureau/division/programme sets out the “rules-of-the-road” for the use of the shared workspace.
- Individuals are responsible for using the shared drive according to accepted practices.
- Information stored on the I:\ drive must not be removed or changed without permission of the individual or group who placed it there.
- Personal work should not be stored in the shared network drive. The A:\, D:\, or H:\ drives are recommended drives for storing personal information.
- Contents and structure should be reviewed periodically and files moved to more appropriate storage areas if necessary.

What Should be Stored on the I:\ drive

The I:\ drive is intended to be a storage space to share work-in progress. It should contain **only** documents in progress such as:

- drafts which are not ready for “prime time”,
- initial drafts of documents under group development

Advice and guidance on the organisation or structure of I:\ drive information, including the use of filename conventions and abbreviations, is provided by Information Managers.

I:\Corpinfo directory ?

The I:**corpinfo** directory will no longer be available. All information currently posted to I:**corpinfo** will be accessible through the Departmental Intranet.