Within the common structure, there are three distinct levels:

- Geographic Regions
  - Work Location
    - Subjects

The bilingual Main Subject folder names are derived from the *Departmental Subject Guide and Index*, which relates to the programme activities of the Department. All information is stored in sub-folders below the Main Subject level.

For example:

Middle East / Moyen Orient
    Tehran / Téhéran
    Tel Aviv / Tel Aviv
        OGD /AMF*
        Subjects / Sujets
            1-01 Administration / Administration
            1-02 Communication / Communication
            1-03 Finance / Finances
            1-07 Property Management / Gestion Des Biens
            1 ~~~~~~~~~~/~~~~~~~~~~
            2-05 Political Affairs / Affaires politiques
            2 ~~~~~~~~~~/~~~~~~~~~~
            2-19 Environmental Affairs / Affaires environnementales
            2 ~~~~~~~~~~/~~~~~~~~~~
            2-37 TEAS Culture / SACE Culture
            2-38 TEAS Services / SACE Services
            9-99 Other Subjects / Autres Sujets**

* The OGD / AMF folder is available for government departments or organisations at missions to organise and store information.

** 9-99 Other Subjects / Autres Sujets is meant to be a temporary repository for information that may not fit into existing folder structure.