

Planning

Much like the I:\ drive, effective planning for public folders requires an understanding of the public folder structure and usage.

Your work unit should ensure a logical folder structure is in place as soon as you are able to create your hierarchy. You should begin by reviewing the suggested titles in the *Departmental Subject Guide and Index* and consulting your local Information Manager to determine appropriate Primary Subject titles and more specific Topic folder titles.

The work unit (branch/bureau/division /mission/programme) should also establish some “rules of the road” in advance. Some questions to consider in establishing standards and “rules of the road”:

- Will your work unit adhere to the titles suggested in the departmental subject index or will it establish a different structure?
- Is anyone authorised to create new folders or will folder creation be a centrally located function?
- Who will be the designated Moderator (manager) of the Topic folders?
- Who determines the access rights on folders? Will there be a standard for all folders in the workgroup or will the rights be determined as needed?

Public Folder Structure

The *Departmental Subject Guide and Index*, representing departmental programme activities, provides the base for Main Subject and Primary Subject folder names. The subject index is derived from the corporate file classification system (*RICS – Records Information Classification System*) which also reflects the programme activities of the department. There are seven administrative programme subject folders and twenty-nine operational programme activity subject folders.