



## Recorded Information Management & You

### What is a shared drive?

Shared network drives are electronic storage locations available to authorized staff who work with and manage the electronic recorded information of GNB.

### Why should I be using a shared drive?

If your department does not have an EDRMS – *Electronic Document and Records Management System*, then you should be using the shared drive to store GNB records.

This approach has the following benefits:

- electronic records are stored together in one location making them easily available to authorized users who need access to them;
- electronic records are backed up and recoverable in the event of system failure;
- information can be shared as an organizational resource, and can also be protected from unauthorized access;
- the shared drive helps staff understand how their organization’s information is structured and managed; and
- links can be sent via e-mail to a document in a single shared network location, rather than attaching it and sending it to numerous users. This reduces the duplication of documents within the personal drive folders of multiple staff.

### How do I use a shared drive?

First, contact your Records Manager to find out if there is already a structure in place and ask what procedures or guidelines govern its’ use. For example, who can create new folders?

To file documents in the structure, you may use the “Save As” option, or drag and drop.

### How do I create a shared drive structure?

Begin by developing a logical folder structure based on your organization’s functions and activities. You can duplicate your organization’s file classification plan, if one exists. When naming the folders, keep it simple. For more information consult the [Naming Conventions for Electronic Records](#) guide on our webpage.

0100 ADMINISTRATION - GENERAL
0140 AGREEMENT AND CONTRACT MANAGEMENT
0155 ASSOCIATIONS, CLUBS, & SOCIETIES MANAGEMENT
0170 CAMPAIGNING AND CANVASSING
0185 COMMITTEES MANAGEMENT
0200 PROGRAM AND PROJECT MANAGEMENT
0205 COMPLAINTS MANAGEMENT
0210 CONFERENCES, SYMPOSIA and WORKSHOPS ADMINISTRATION
0215 POLICY AND PROCEDURES DEVELOPMENT
0235 EMERGENCY PLANNING and DISASTER RECOVERY
0330 LEGISLATIVE MATTERS MANAGEMENT
0350 MAIL POSTAL AND COURIER SERVICES
0385 PUBLIC RELATIONS
0400 ORGANIZATIONAL PLANNING
0445 REPORTING - ANNUAL



### Issue 11



**Contact your departmental Records Manager to find out more about how your organization’s shared drive is used and managed.**

### What is the difference between a shared network drive and a collaboration site?

#### Collaboration sites:

- exist outside of a group’s or unit’s shared drive environment, are accessible only to the working group members, and may include staff of another department.
- are established by IT for a specific limited project or ongoing collaborative activity.
- may be software based or web-based.

**Questions or comments?**

Email us at [records.centre@gnb.ca](mailto:records.centre@gnb.ca) or call 506-457-7249

<http://archives.gnb.ca>