



Policy & Procedures

# Network Storage Guidelines

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**Issued by:** Technology Steering Committee

**Applies to:** All University Employees

**Adopted:** September 9, 2003

## Creating an Appropriate Top-Level Folder Abbreviation

The top-level folder name (that is, the network folder assigned to you by IT that has been set up as a virtual disk drive on your computer) is typically the initials of the department. For example, “COE” for the College of Education, or “OSP” for the Opportunity Scholarship Program. However, some departments use the full name or short abbreviations instead. For example, “Registrar” for the Office of the Registrar, “Math” for the Mathematics Department, etc. There are no hard rules. However, abbreviated names should be under 10 characters to avoid typographic errors.

The folder name should be consistent across services. If you already have a website for the department, name the storage folder the same. These folder names will not conflict with each other because they exist on different servers.

*IT reserves the right to change a requested name if it does not conform to NJCU folder naming conventions.*

## Assigning Access Privileges

Network Storage is a secured container. It is not available from the Internet, with the exception of access through a Virtual Private Networking (VPN) client. Even when available, access can be limited to those who can only view (Read Only) files and those who can also add/remove files (Read/Write) to/from the storage area. When first requesting Network Storage, please assign these privileges per storage user.

*Full Read/Write access is required for collaboration.*

## Recommended Departmental Folder Organization

Regardless of the top-level folder name, a network storage area appears to each user as a disk drive letter. The virtual drive letter “hides” the true physical location and assigned storage folder. By default, the shared department folder will be designated as the T: drive and the personal network storage area will be designated as the X: drive. These “virtual” disk drives are managed in the same way a user manages a local disk drive. Specifically, this means:

- Do not store data in the top – or root - folder. The root folder should only have sub-folders that divide content by major categories, such as “Documents”, “Projects”, “CourseMaterials”, etc.
- Each of these category folders, in turn, should be divided into sub-categories that will contain the actual files. For example, folders under Documents could be “FY05 Plans”, “Policies”, etc.

Subfolders under the Projects folder could be “SmartClassroom”, “Video”, etc. CourseMaterials could be subdivided by course catalog number (CS214, CS215, etc.).

- Related files under a sub-category can be stored in separate subfolders, appropriately identified. For example, folders under the category CourseMaterials in the CS214 sub-folder could include “Textbook Notes”, “Tests”, “Articles”, “Multimedia”, etc.

In general, a good organizational method stores files by specific tasks rather than by types of files. For example, all files related to preparation for a specific fiscal year budget should be stored in the same folder, called “Budgets” under the root folder “Documents.” This folder would include Word documents, Excel spreadsheets, Powerpoint presentations, and any other files related to budgeting.

To extend the above example further, the Budgets folder could, in turn, be subdivided by fiscal years (FY03, FY04, etc.), or each file name within the Budget folder could be prefixed with the fiscal year (FY03 Budget Anaysis.xls, FY03 Budget Report.doc, FY03 Budget Request.doc, etc.). Both methods are valid but prefixing a file name avoids excessive folder compartmentalization.

Keeping these guidelines in mind, IT recommends the following folder structure, starting at the virtual drive level.

- **Documents**

This folder can be subdivided as follows:

- Memos – store memos not related to other projects and sub-categories here.
- Policies – store departmental policies and procedures here.
- Budgets – store all budgeting information and plans here. (use “FYxx” as a prefix to keep files for the same year together.)
- RFPs – store RFPs not related to other projects and sub-categories here.
- “Committee” – the General folder would be a good place to store committee-specific documents. For example, IT has a sub-folder here for the Technology Standards & Support Taskforce (TSS), Technology Steering Committee (TSC), etc.
- Newsletter – a place for the department newsletters.
- etc. (add more as needed)

- **“Unit1”**

If a department is divided into functional units, create a folder for each. For example, IT has sub-folders under this category for the Telecommunications Unit (Telecomm), Web Development Unit (WebDev), Help Desk Unit (HelpDesk), etc. Each unit folder can then be subdivided by the projects and tasks they perform:

- **“Project1”** – store all documents related to a specific *project* in their own folder, named appropriately. Prefixing the folder name with the fiscal year (e.g. FY03-Computer Lab, FY03-Faculty Search) will automatically organize the folders by year when sorted by name!
- **Project2** – extends the example above. Create as many as needed.
- etc.

- **“Unit2”** – Extends the example above. Create as many as you need.

- etc.

As you can see, these folders represent functional groupings. Again, it is assumed that files of all types, including images, audio and video (e.g. “multimedia” files), will be stored in the same project folder or a sub-folder within the same project folder. However, generic folders for these type files are also acceptable.

For more information on file naming and organization, see “Tips to Organize Your PC Files” in the Windows section of our support page at: <http://www.njcu.edu/dept/it/support.html#windows>.

- For additional help, please contact the IT Help Desk.

## Usage Recommendations and Tips

- *Network Storage As Backup*

Another use for your remote storage area is as a backup drive. In this scenario, you have the option of mirroring the entire folder structure of your data on the local hard disk, or saving your data in a compressed container (called a backup saveset). Please refer to the document, “Network Storage as Backup” for more details. (<http://www.njcu.edu/dept/it/support.html#storage>)

- *Performance Considerations*

DO NOT modify files directly on NS device. Instead, download a copy to your workstation’s hard drive then open it and make your modifications. Doing so will eliminate the network connection and network congestion as potential problems when working with and saving the document.

Note: Consider using SAVE AS... and adding a version number or your initials to the file name before you move the file back to the NS device. Doing so will preserve the original copy for comparison later.

- *Avoid sending attachments*

To share documents among department members, upload the file to the department’s network storage area, then send an Email with folder and file name information. Doing so will help alleviate Email congestion and reduce file redundancy.

Note: To share documents to the general public, consider converting the file to PDF and posting it to your department or personal website, then send an Email with the website URL.

## Related Documents

- Network Storage Policy
- Responsible Use Policy & Guidelines
- Copyright Policy
- Remote Network Access Policy