
Tackling Your Shared Drive



Workshop Description

Does your departmental shared drive resemble a junk drawer? **Tackling Your Shared Drive** will equip participants with the means necessary to sort through existing folders and create a new, sustainable structure for effective departmental use. Topics such as electronic records management, security, records disposal and naming conventions will be but a few of the items discussed in the workshop. Most importantly, the workshop will detail key points relating to a shared drives structure's importance in regards to the university records retention schedule.

Learning Outcomes

At the conclusion of this module, participants will:

- Understand the recommended process for analyzing current shared drive issues
- Know the steps for creating a sustainable shared drive layout
- Be able to see how shared drive structures can help with adherence to university policies

How to Enroll

This module is available in-person and online. To enroll, complete the application process on Campus Connect. Need a tutorial on how to enroll? [Click here](#).

Need More Information?

For more information, please contact the Department of Records Management at recordsmanagement@depaul.edu

