

## MEMORANDUM

**From:** Brian Lawlor  
**To:** Team Gizmo  
**Date:** September 18, 2008  
**Re:** Organization of advocate-user directories

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The protocol for office-specific shared F: Drives has only one actual requirement for individual users: Each staff person's user directory must use the person's full first and last name, separated by an underscore. For example, "F:\Bill\_Kennedy"

Below the user's named directory, staff may organize their individual user files in any manner they choose. That said, advocates are encouraged to organize their work product into a commonsensical, logically organized set of folders inside their user directories.

There are common ways many advocate's organize their files. Typically, advocates create folders for "cases" by client name (e.g., "Loaves and Fishes") which is the most common method; or issue name (e.g., "Ombudsman Privilege"); or perhaps the thing or place that is the object of the case (e.g., "Rollingwood"). Advocates also commonly create folders for other types of non-case advocacy projects (e.g., NorthSac Schools GIS"). Some advocates further refine their folder organization by creating separate folders for "open cases" and "closed cases", or putting specific advocacy project files below or inside of a folder with a more general substantive name, e.g., "CalWORKs" or "Race Equity".

These are all valid approaches. Because the user directories are on a shared drive, we encourage staff to be mindful of using names for folders that will make it easier for others (or even yourself, years later) to manually navigate the directory structure to locate files. A sensible, practical organizational structure will also make it easier for LSNC, down the road, to target user-specific directories as part of special "search" collections. To that end, it is also helpful if users get in the habit of using underscores when creating folders or file names, to make the folders and files more "readable" throughout the network and in GSA, Google Apps and Google Desktop search results.