



**DOCUMENTATION—
SHARED DRIVE PROCESS**

EFFECTIVE DATE 10/1/2013

SOP 0.1

SIGNATURE _____

A handwritten signature in black ink, appearing to be "R. P.", is written over a horizontal line.

PROPOSED BY _____

Director of Communications

PURPOSE

The DOCUMENTATION—SHARED DRIVE PROCESS ensures that operational documents are preserved and available to appropriate staff. The process supports information technology, service consistency and overall efficiency by making necessary documents accessible.

SCOPE

The DOCUMENTATION—SHARED DRIVE PROCESS applies to all staff who prepare and save documents used in business operations.

PROCEDURE

The DOCUMENTATION—SHARED DRIVE PROCESS presumptively covers all documents prepared for any business purpose.

1. **All business documents must be saved on a shared network drive in an appropriate folder.**
2. Each employee is responsible for saving all documents on a corporate drive that is backed up regularly (i.e., designated as either the "s:/" drive or the "p:/" drive).
3. Each employee is assigned a specific "p:/" drive upon initial employment.
4. Each employee is responsible for saving all business documents created or modified during their employment to their assigned "p:/" drive.
5. Each employee is responsible for saving all business documents relating CSS business operations on the "s:/" drive.
6. Each employee is responsible for organizing document folders, directories or other appropriate organizing structures in a way that serves (a) the employee's most efficient function, and (b) the needs of other business functions, including the company as a whole, the Management



Team, other employees with whom the employee works, and employees who have document organization responsibilities.

7. Each employee who identifies a weakness, inconsistency or inefficiency in document organization and retention is responsible for notifying the appropriate team member. The notice shall be provided by email with details in regard to the weakness, inconsistency or inefficiency. (Reorganization of documents can be a lengthy and detailed process. Requests will be assessed and prioritized based on need, time, cost and consistency.)

DOCUMENTATION/VERIFICATION

The DOCUMENTATION—SHARED DRIVE PROCESS has no independent naming convention or drive location.

DOCUMENT HISTORY

Orig. Date Sept. 2013

Rev. Date March 2017

REVIEW AND APPROVAL

Reviewers of the DOCUMENTATION—SHARED DRIVE PROCESS are as follows:

Reviewed By: Management Team Date: 3/2/17

Approved By: President: David L. Cash, Jr. Date: 3/2/17

The effective date is as of the date approved above. Processes are consistently reviewed and revised as necessary throughout the term. The DOCUMENTATION—SHARED DRIVE PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.