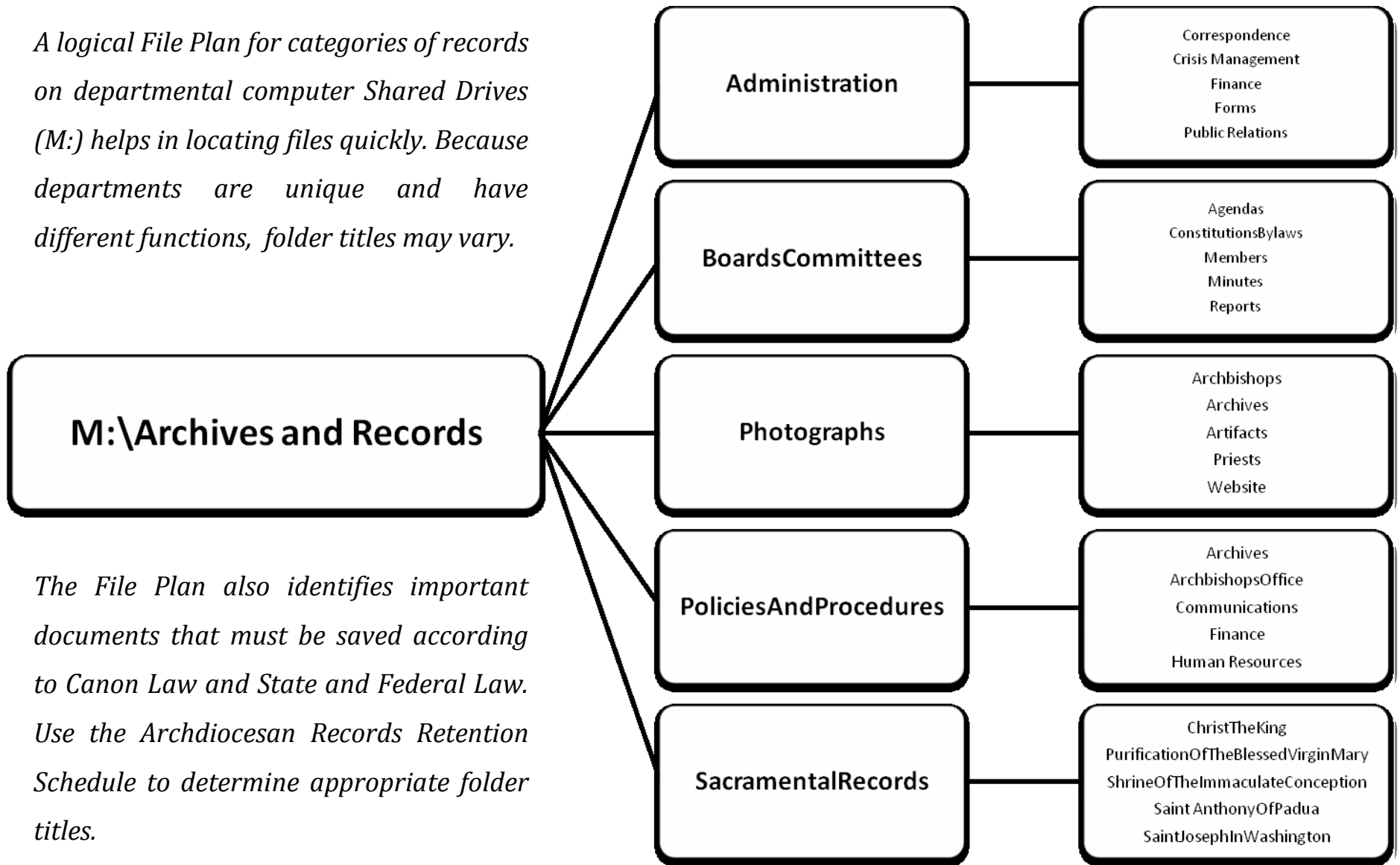


# ***SAMPLE FILE PLAN FOR SHARED DRIVES***

*A logical File Plan for categories of records on departmental computer Shared Drives (M:) helps in locating files quickly. Because departments are unique and have different functions, folder titles may vary.*



*The File Plan also identifies important documents that must be saved according to Canon Law and State and Federal Law. Use the Archdiocesan Records Retention Schedule to determine appropriate folder titles.*

August 22, 2011