

FILE CLEAN-UP

All library faculty and staff have their own **Personal Drive (a.k.a. *L drive*, *Documents*, *Home*)**--disk space on a server in CORS that is specifically for you. These drives are backed up locally and remotely by CORS and are meant for personal, work-related files. (Remember, files stored on your computer, e.g. on the Desktop, *C drive*, or *D drive*, are NOT backed up by CORS.)

We are encouraging faculty and staff to review the files and folders in Personal Drives to assess the necessity, importance, purpose, and currency of files, and to delete, move or keep files, accordingly, as well as consider reorganizing and renaming files. Removing unnecessary files frees up space on the server, can improve performance, and can make the important files easier to locate. The focused CLEAN-UP effort is during the month of December, but managing your files throughout the year can be extremely beneficial. ☺

Before beginning your file clean-up, you can determine the current size of your personal drive by selecting **Properties** from the Right-click menu. To delete a file, select it and either drag it to the **Recycle Bin** or hit the **Delete** key. Remember to empty the **Recycle Bin** frequently to permanently delete files.

Files that you no longer need, but that may be **historically significant and have enduring value** can be deposited with Archives. These files will be appraised by Archives and will either be archived or discarded. To give files to Archives:

- In **commall**, find folder **Archive_Deposits**
- Create folder with your name, e.g. **ThoegersenJ**
- Move file(s) into this folder

Contact Josh Caster (jcaster2@unl.edu) with questions related to Archives deposits

File Management Tips

- Create a **Temp** folder, where you can save files you need now, but know you won't need long-term
- Organize files into folders/subfolders that describe the general category of files
- When naming files:
 - **Avoid special characters** (" \ : * ? " < > [] & \$)
 - Use underscores, not spaces
 - Avoid names longer than 25 characters (supercalifragilisticexpialidocious.txt)
 - Use the ISO 6801 standards for date formats (YYYY-MM-DD)
 - Use consistent versioning identification (DM_Guide_v03)
 - Use names that describe the content
- Define naming conventions, choose a structure, and **be consistent**

