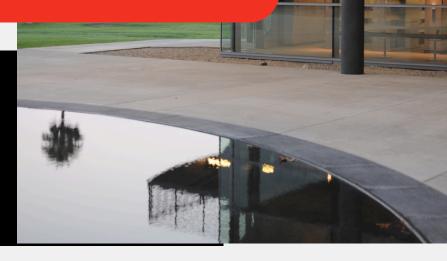# FILE STRUCTURES

Where should I save this file so others can find it later?

● Purpose

Support clarity, collaboration, and continuity by using a standardized folder structure.

● Standard Dept. Folder Structure

```
Organizational Effectiveness/

___00_Templates
___01_Admin
_____Budget
_____Personnel
_____Policies & Procedures
___02_Operations
_____SOPs
_____Training & Guides
___03_Projects
_____Project_Name_ YYYY
_____Planning
_____Deliverables
_____Reports
_____Completed_Projects
___04_Reports
_____Annual Reports
_____Surveys & Assessments
_____Accreditation Materials
___05_Archive
___06_Temporary
_____Drafts
_____To Review
```

● Tips & Tricks

- Use numbered folders to force logical order (01, 02, etc.).
- Don't bury files too deep - three levels max is ideal.
- Add a '00_Templates' folder with reusable docs.
- Consider a 'README.txt to explain what's in a complex folder.
- Date everything.
- Temporary = Self-Cleaning Zone: This is where drafts and parking-lot stuff go. Everyone knows it's purged regularly.

● Common Mistakes

- Creating personal folder structures inside shared drives. Everything should be organized by what it is, not who made it.
- Saving active documents in 'Archive' folders.
- Mixing current and past-year projects in the same folder.