

## [GUIDE] Digital File Organization | CSP

Julia Holland - 2023-09-27 - Comments (0) - Operational Guidebook

This resource provides guidance on why to use Shared Drives for file organization and explains a common structure for storing files that ensures longevity and easy access for the appropriate staff members.

**Please see the [Guide to Digital File Organization on Google Drive](#) for more details on how to do this work.**