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*Helping People
Help the Land*

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Transmitted via Email

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MINNESOTA BULLETIN NO. 170-7-1

SUBJECT: CGI – GIS – S DRIVE RESTRUCTURE AND S AND H DRIVES CLEANUP

ACTION DUE BY: February 5, 2007

PURPOSE. To inform State Office employees of change in directory structure and archiving of old, outdated files.

EXPIRATION DATE. September 30, 2007

Background: Over the past several years, the S drive's folder/file structure has grown to a point where it has become increasingly difficult to manage. Because the S drive does not have any folder permissions, all of the word documents, spreadsheets, pdfs, photos such as jpegs, etc., are accessible to any employee that is connected to the State Office server, whether that employee is from NRCS, FSA, RD, or from a field office.

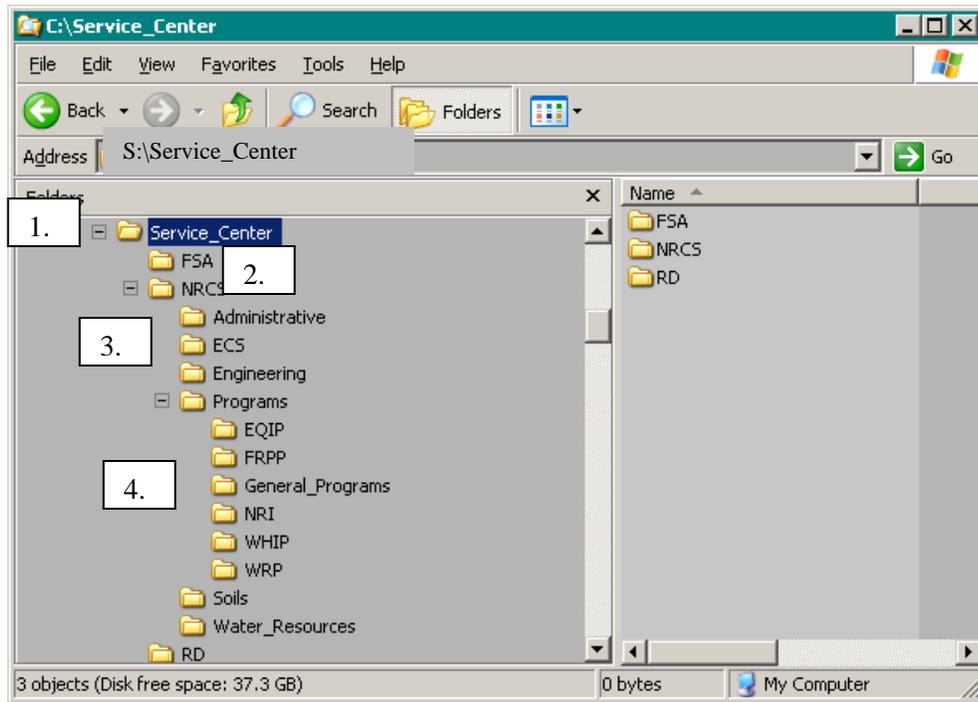
The State GIS Team (comprised of a member from NRCS, FSA, RD and IT) has monitored the drive for some time now and has agreed that a simpler folder structure is needed – one that would accomplish the following:

- keep any folders or files within an employee's agency's folder;
- allow easier navigation between folders – between programs and employees within each agency folder; and
- create an organized structured for employees to easily navigate through, which would aid in the process for archiving old documents.

Actions:

- A. The following "S" drive folder structure will be implemented for the NRCS State office (a diagram on the next page shows the folder structure):
1. a primary S:\Service_Center folder,
 2. followed by the 3 co-located tri-agency folders beneath the above folder,
 3. then, within the NRCS folder, one subfolder for each section/program group at the State Office. Currently, the subfolders include, but more could be added as needed:

a. Administrative	d. Programs
b. ECS	e. Soils
c. Engineering	f. Water_Resources
 4. It will be up to each section / program group to identify the folder structure they'd like implemented beneath their own subfolder. The following example shows the folder structure for the State Programs Staff (Tim Koehler's group):



B. **Archiving data.** Employees should become familiar with archiving outdated files and folders on **BOTH the H and S drives.** (The more often an employee can set aside a little time to look through their own files and clean out old documents/spreadsheets, etc., the quicker the process will go.) There are a number of processes an employee can use to archive old information:

1. Move the files / folders to an individual's C drive, or
 2. Burn to a CD or DVD (depending on how big the files are), are the recommended choices.
- [NOTE: GIS data should NEVER reside on either the H or S drives.]

Action is due by **February 5, 2007** for each state office employee to migrate their folders and/or files over to the new folder structure. This would also be a great time to archive any old files or folders by either placing them on your C drive, or cutting them to a CD or DVD for storage. Beginning in February, any remaining files or folders will be deleted from the S Drive.

Questions on the information in this bulletin, or a request for assistance to move files, can be directed to Banette Kritzky, State GIS Coordinator at (651) 602-7905.

/s/

WILLIAM HUNT
State Conservationist

DIST: All State Office employees