Information Services Folder Reorganization – Phase 2

Project Timeline

- **Phase 1 (March-April 2017)**
  - Project Files
  - Drafts
- **Phase 2 (May-June 2017)**
  - Administrative_Info_Services
  - Collections_Management
  - Templates
  - Staff_Training_Tools

- **Phase 3 (July-August 2017)**
  - Interlibrary_Loan
  - Copy_Services
  - Staff_Reference_Tools
  - 2nd Saturday*

ESTIMATED COMPLETION: August 31, 2017

*will be dismantled and integrated into the new structure

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New Folders

- **Administrative Info_Services**
  - Subfolders include: Budgeting, Meeting Agendas, Policies, Procedures, Records Management, Statistics, Texas Administrative Code
- **Collection Management**
  - Subfolders include: Conservation, Dewey, Texas Documents, US Documents, TRAIL
- **Staff_Training_Tools**
  - Subfolders include: TBD
- **Templates**
  - Subfolders include: Forms, Handouts, Signs, Labels

Process for Transition

I'll be working with the staff responsible for individual folders to assist with the transition and notifying staff of the new locations. Emails will be sent out to update staff when old folders have been moved/dispersed into the new folder structure.

Feel free to browse folders to get used to the new structure. If you have any questions about creating new folders, locations, README files, please speak with Mackenzie.