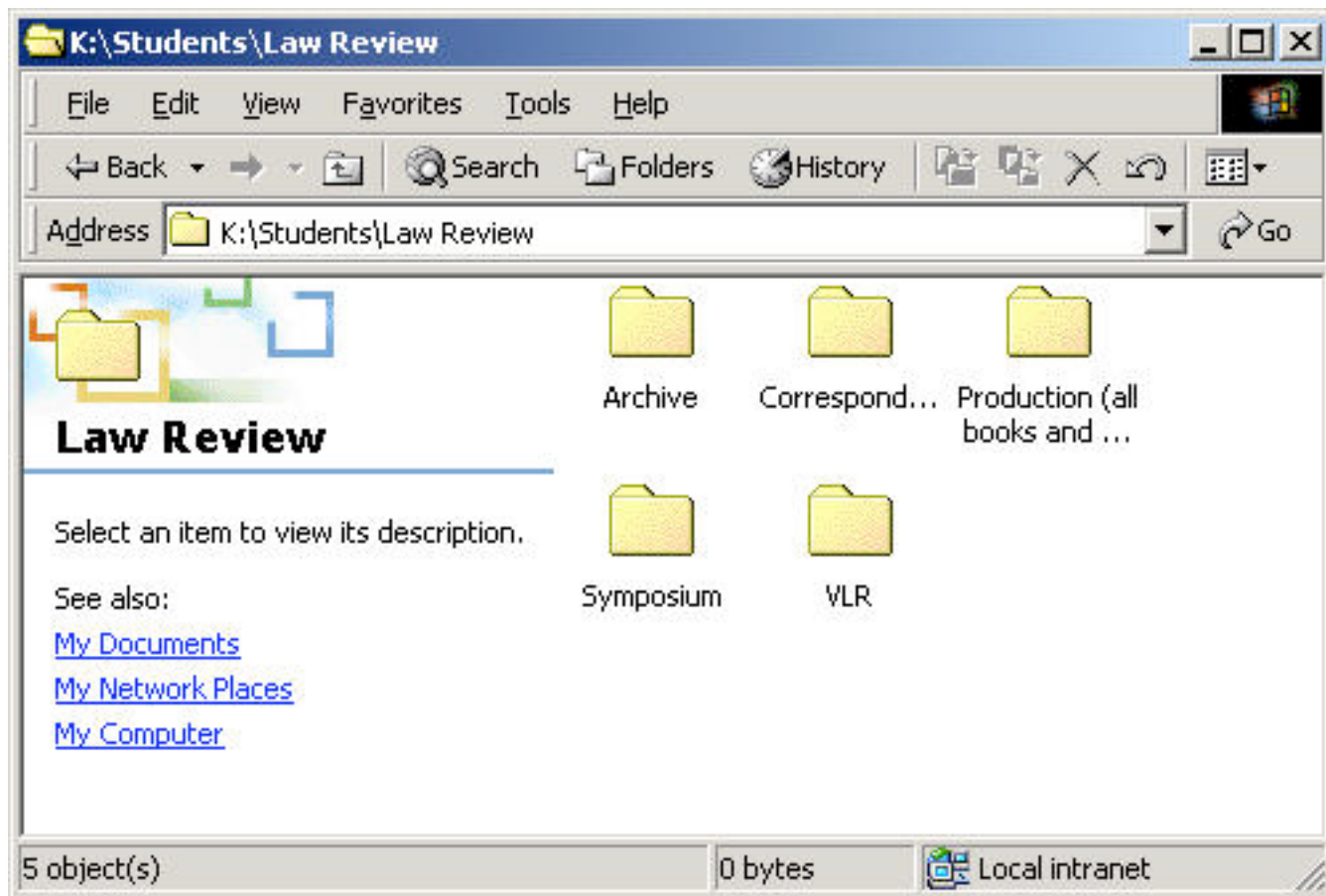


Member Reference: Folder Storage Structure

All Law Review files should now be stored on the network "K:" Drive. In the K-Drive navigate to the Students folder and then to the Law Review folder. You will see a screen similar to this:



There are several folders that (depending on your access needs and rights) will be visible:

Folder	Purpose
Archive	Storage of out-of-date and historical files. Generally, only the Editor-in-Chief will have access to this folder.
Correspondence	This folder is to store and manage all correspondence to and from the Law Review. There are several subfolders for the individual officers to store memos, letters, and other materials not related to the production process directly. Generally, only the individual officers will have access to these folders.
Production	This folder is for all of the production files that are generated throughout the production process. It is subdivided by Volume, Book, and Article/Note. All files related to an individual article are to be stored in these folders.
Symposium	This folder is for Symposium related materials. The Symposium editors have access to these files.
VLR	This folder is for general access. It is subdivided into a REFERENCE folder and a WORK folder. The Reference folder will contain files for general use by all Law Review members (ex: Bylaws, Announcements). The Work folder is generally for use by 2L Staff Members

who do not have another place to store their files that relate to Law Review work or for sharing files amongst group members.

Note: All production files must be stored in the Production folder and worked on from this folder. This process will ensure the accuracy of the files, the lack of duplication, and the retention of all work.

See [File Naming Protocol](#).