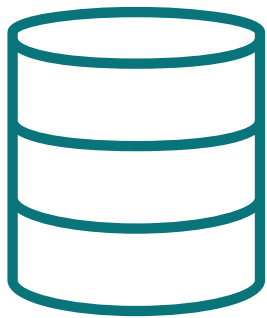


# Comprehensive Data Management Practices

Sponsored by The Nature Conservancy - Oregon Chapter

## Problem



### Overwhelming data

The Oregon chapter has roughly 5 Terabytes of data, 10 TB on Box, and 30TB on PC's & hard drives.



### No Standards for Data Management

Data is being placed in an unorganized fashion, causing most members to have a difficult time finding files.



### Lack of Best Practices

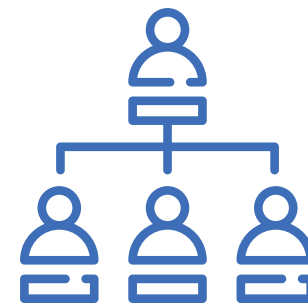
Overall, lack of data organization when the chapter switched from using paper records to digital many years ago.

## Solution



### Box Optimization

Encourage the use of cloud storage. Begin process of moving important data from hard drives to BOX folders. Hard drives are left for cold storage.



### Workspaces

Create individual workspaces. Create shared workspaces for relevant data that needs to be shared. Create functional groups that represent each department.



### Permissions

Permissions are set as narrowly as possible at the highest level folder. Will ensure that sensitive data is secure and members will only see the data that is relevant to them.



### Best Practices

Regular cleaning is encouraged and the whole organization should follow specified rules and norms. Through maintenance of data, work will be made much more efficiently.