

## Document Storage SOP

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1. All documents are stored on Google Drive in their respective folders. Ensure that personal identifying information (PII) is redacted from documents. In particular, Social Security number, financial accounts, credit card numbers, etc.
2. Access to Google Drive is through the chapter's Google account affiliated with the chapter email, [Baltimore.Military.Officers@gmail.com](mailto:Baltimore.Military.Officers@gmail.com). Password will be given separately to chapter officers as needed.
3. Membership rosters are maintained by one designated person.
  - a. All additions, subtractions, and/or modifications should go through that individual.
  - b. Transactions should include supporting documentation if available (i.e., membership application).
  - c. Previous membership rosters will be moved, unchanged, into the Roster Archive folder.
4. File naming convention. All documents will be named with the date at the beginning of the file name, written numerically as year month day. For example, 4 July 2016 will appear at the beginning of the file name as 20160704.