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June 14, 2026

**RE: Shared Drive Governance Blueprint**

## Establishing a "State of Order"

Professional firms rely on Google Drive™ as a primary operating system. However, without proactive governance, environments suffer from "Data Drift"—fragmentation, naming convention loss, and permission bloat. NeatDrive provides the methodology for maintaining operational integrity.

### The 3-Tier Hierarchy

Tier	Category	Governance Rule
Tier 1	Active Projects	Strict naming, high-frequency access
Tier 2	Shared Resources	Templates/policies, viewer access
Tier 3	Archival Assets	Read-only, lifecycle-managed

### Naming Schema

To ensure searchability, enforce the following convention:  
[YYYY-MM-DD]\_[ProjectCode]\_[Description]

### Autonomous Reconciliation

While manual configuration sets the baseline, the NeatDrive™ Autonomous Engine enforces the "State of Order" continuously. It detects folder drift, reconciles unauthorized permissions, and ensures lifecycle archival, removing human latency from your compliance framework.