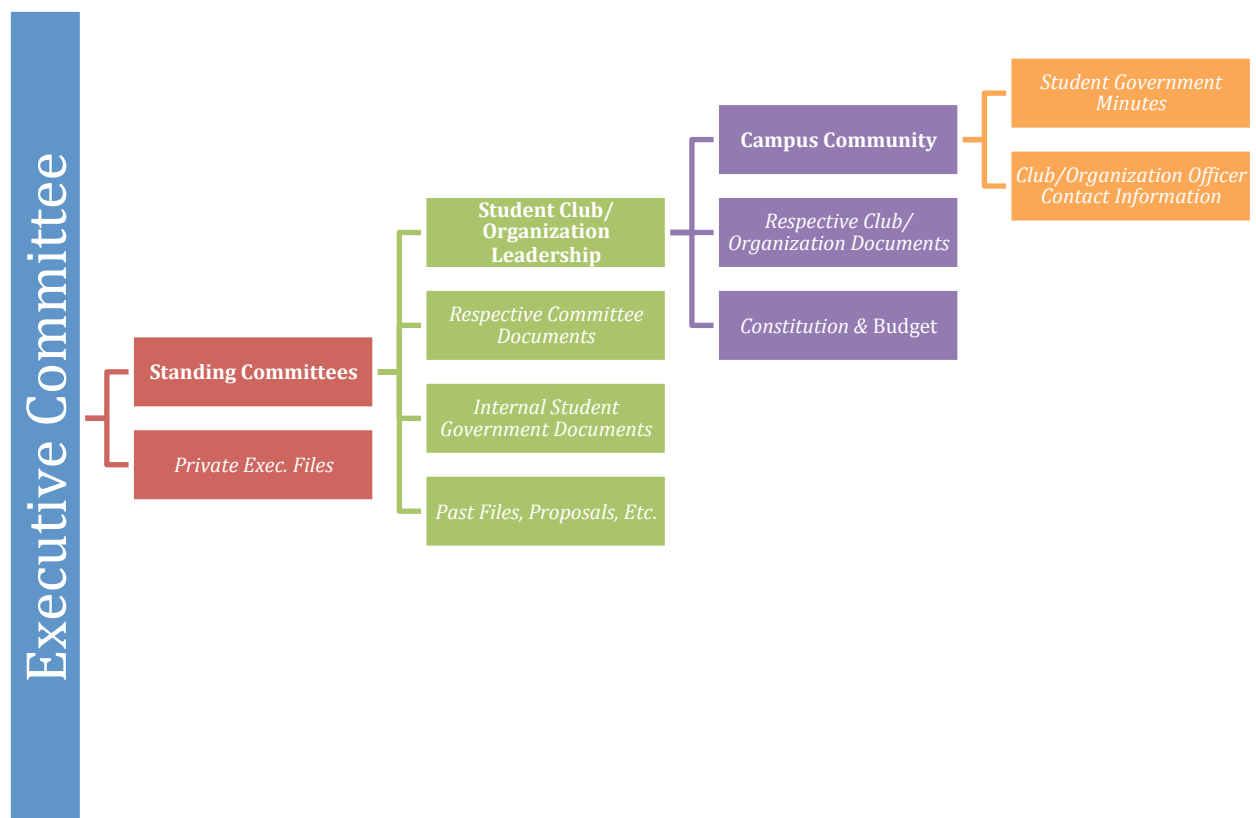


Goal: To implement an easy-to-maintain system that archives and unifies Student Government records, minutes, budgets, internal Student Government documents, student club/organization records, club/organization contact information, etc.

Timeline: 4-6 weeks upon approval

Structure: The system would be set up in hierarchically, with each body having access to all the files, and only those, below it. For example, the President of ASB would fall under the “Student Club/Organization Leadership” category and thus have access to all the files located in the purple and orange tiers. An average student, on the other hand, would only be able to view the files in the orange category.



Logistics: The system used will be Google Drive because of the relationship it already has with Lafayette College (i.e. Lafayette Network IDs serve as valid Google accounts), the familiarity most students have with it, and the ability to regularly back-up the contents of the Drive onto any computer, namely the Student Government Office computer. The LafStuGov@Lafayette.edu account will serve as the administrator account.

Google Drive also allows the content creator to designate folders as private and selectively grant viewing and/or editing permission to other users. This function will allow the current administration to adjust permissions appropriately when needed.

Every club/organization will be given a folder (similar to the one on the P:Drive) where they will be encouraged to store any club/organization related documents. Furthermore, depending on the budget reforms we undertake this term, budget requests and supporting documentation can be uploaded to club/organization's folder, allowing us to easily access it for budget week and future reference, and provide future club/organization leadership with valuable examples.

Usage of the system will simultaneously build an archive that will prove beneficial Student Government, clubs/organizations, and the campus community. There is virtually no effort required to maintain the records; they are simply archived as clubs/organizations go about business as usual.

Envisioned Uses and Advantages

- Greatly streamline current system for archiving budget requests and constitutions.
- Provide future administrations with an intuitive collection of all the information they could ever want/need.
- Simplify committee duties by having previous projects on hand for reference material rather than starting from scratch each term (e.g. Pardis & Professional Invitations, Marquis Mixer literature, etc.)
- Increase transparency with the campus community by providing a repository for any files we deem appropriate, such as minutes, club/organization budgets, club/organization officer contact information, and so on.
- Enhance Student Government's presence on campus as a more visible governing body by providing said repository.

Final Remarks: Student Government currently has no cohesive system in place; constitutions were only just recently digitized, minutes prior to 2012 are scarce, and few documents from previous administrations remain. This proposed system offers an invaluable payoff with a relatively small investment, and will make our jobs, as well as those of our predecessors, easier so that we can best serve the student body.