

Suggested Folder Organization for Tribal Consultation

Instructions: This document depicts the recommended folder organization structure for a project undergoing tribal consultation. This structure depicts the recommended structure for a single consultation period.

Naming conventions: the date used in the folder title(s) and document titles should be the date that the consultation period will end. This will create a standard sorting system for all files. If you have multiple versions of a document, you can add the addendum "v2," "v3," etc. For individual documents, be sure to indicate the date it was last updated within the document.

