**DOCUMENTING ACCESS RIGHTS TO A FOLDER**

**THAT DOES NOT ALLOW PEOPLE TO MOVE OR DELETE DOCUMENTS**

**OUT OF THE TARGET FOLDERS**

Target folder in this case is the LF – Business Processes folder.

1. Check mark is in “Inherit rights…” (allows same rights into subfolders)
2. WORKFLOW: Allow All
3. EVERYONE:
   * Settings set for “This folder, subfolders and documents”

|  |  |
| --- | --- |
| **ALLOW is checked off** | **ALLOW is blank** |
| Browse | Modify Contents *(would allow rights to move out of this folder)* |
| Read | Delete Entry *(would allow rights to move it out of this folder)* |
| Append Data | Rename |
| See Annotations | Delete Document Pages |
| Annotate | Create Folders *(don’t want people to have! Stops some WF’s)* |
| See Through Redactions | Read Entry Security |
| Write Metadata | Write Entry Security |
| Create Documents | Change Entry Owner |
| Close/Reopen Folder | Set Last Review Date |
|  | Freeze/Unfreeze |
|  | Set Event Time |

1. EVERYONE:
   * Settings set for “Documents Only”

|  |  |
| --- | --- |
| **ALLOW is checked off** | **ALLOW is blank** |
| Browse | Modify Contents *(would allow rights to move out of this folder)* |
| Read | Delete Entry *(would allow rights to move it out of this folder)* |
| Append Data | Create Folders *(don’t want people to have! Stops some WF’s)* |
| Rename | Read Entry Security |
| Delete Document Pages | Write Entry Security |
| See Annotations | Freeze/Unfreeze |
| Annotate | Set Event Time |
| See Through Redactions |  |
| Write Metadata |  |
| Create Documents |  |
| Change Entry Owner |  |
| Set Last Review Date |  |
| Close/Reopen Folder |  |