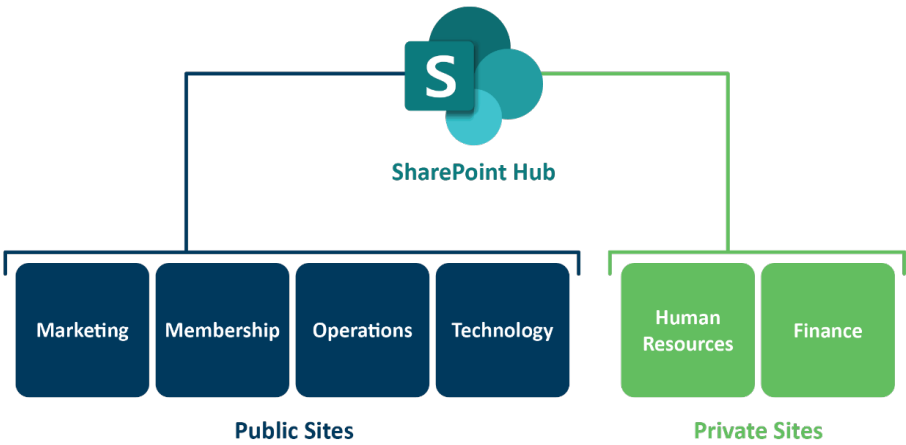# Centralized File Storage with Communication Sites

What does a centralized file storage configuration look like?

A centralized file storage configuration—like the one depicted below—is a consolidated file architecture option managed from the top down by an IT department or an organization's trained power users. DelCor uses a centralized file storage configuration and recommends that structure to most clients because it is easier to organize and maintain than a decentralized configuration.

Users can open and share files without requesting access to each individual folder or Teams site, which allows staff to collaborate across departments effortlessly.
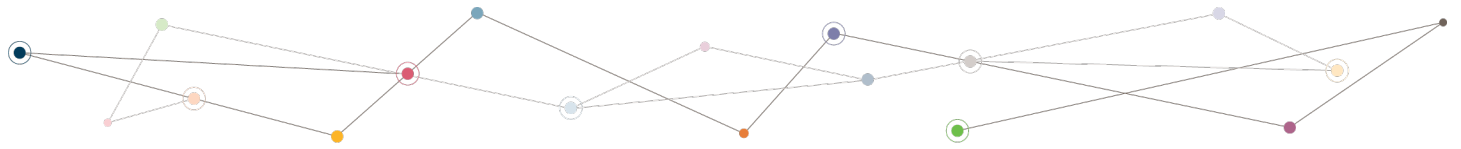
If an organization needs to restrict access, they can do so through permissions, classifications, and governance at all levels of the structure.

The collaboration potential, flexible security options, and ease of use make a centralized file storage configuration the best option for most organizations.

What are the pros and cons of a centralized configuration?

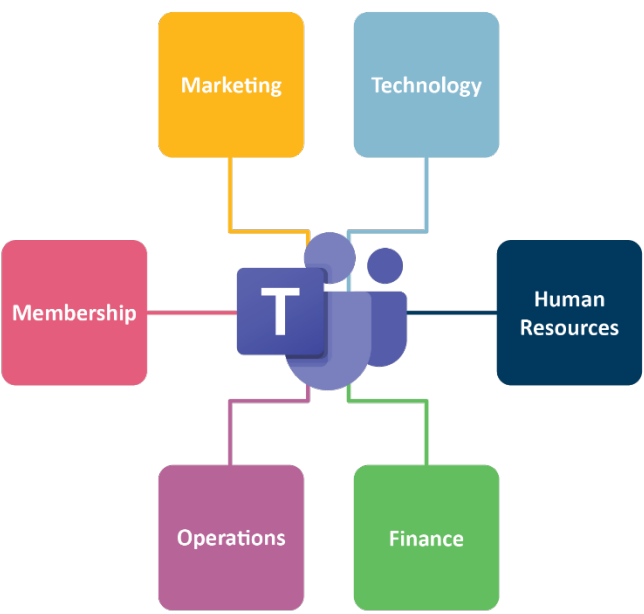| Pros	Cons
Allows for centralized IT management	Requires SharePoint administration knowledge
Makes it easier to manage external sharing	Separate applications for Teams and file sharing
Makes it easy to provide flexible permissions for document libraries and sites	
Makes it easier to manage backups	
Provides an underlying structure for a company Intranet	
Allows SharePoint document libraries to be added to Teams	

Decentralized File Storage with Team Sites

What does a decentralized file storage configuration look like?

Organizations that adopt a decentralized file storage configuration—like the one depicted on the right—empower their staff to self-manage their files in Teams sites. This structure requires organizations to develop a strict, detailed file governance policy and trust that their staff will enforce that policy.

DelCor does not recommend this structure for most clients because, while self-management works well for individual projects, organizations often run into issues with disorganization when trying to maintain this structure long-term. Additionally, when organizations silo their files and limit access, they make it difficult for departments to collaborate and share files externally.

In summary, if your organization is going to adopt a decentralized file storage configuration, you need to be confident in your staff's technical savvy and their commitment to your company's governance policies.

What are the pros and cons of a decentralized configuration?

Pros	Cons
Reduces overall number of sites	Leads to a more siloed file architecture
Keeps Teams structure in line with file architecture	Lacks centralized IT management options
Makes all files accessible in a single application	Makes the site architecture vulnerable to user errors
Allows file architecture to be self-managed by users	Makes it difficult to manage external sharing
	Requires users to be granted access to each Team individually
	Requires user training on Teams administration and self-management of file architecture
	Relies on automated properties of Teams that may lead to more rapid file disorganization