# GA 48. Network Storage Policy

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| Title: | Network Storage Policy |
| Policy Number: | GA 48/ 07.18 |
| Effective Date: | July 24, 2018 |
| Issuing Authority: | VP for Development |

## 1. RATIONALE

IT/IS provides centralized network file storage, sharing and backup services to individuals, groups and departments across the University.

## 2. POLICY

- The primary purpose of file shares is to provide a centralized storage location for work-related files and data. For faculty, file shares may also contain data and files developed by students in association with coursework. Typically, files saved on the file shares would include Word documents, Excel spreadsheets, email archives and any other critical data and user-created content. In general, file shares would not include programs and applications (i.e., files ending with ".exe)

- There are currently three types of file shares on the central storage server:

  **User File Shares:** A user file share is created for each faculty, staff upon his request to store work data.

  **Departmental File Shares:** Academic and administrative departments can request file shares for groups of one or more faculty/staff members.

  **Class/Course File Shares:** Class files shares, for course-related student data storage, are available to faculty who teach courses.

- Quotas are applied to these shares.

- Screening also applied to these shares (to maintain security).

## 3. RELATED DOCUMENTS

> IT Manual

## 4. APPROVAL AND REVIEW

**OFFICER RESPONSIBLE:** VP for Development

**AUTHORITY**: University Administrative Board
**POLICY REVIEWED BY**: VP for development, IT Department/ Infrastructure & Security

**EFFECTIVE DATE:** July 24, 2018

**REVIEW DATE: As needed**

**REVISION HISTORY**: None.

**RELATED POLICIES**: All University Policies and Procedures

**FINAL APPROVAL BY THE PRESIDENT:**

**Signature:**

**Date: July 24, 2018**