Procedure Title: Network Server Storage
Procedure Number: 04-2011-0002
Board Policy Reference: IV.A. General Executive Direction
NWCCU Standard:

Accountable Administrator: Chief Operating Officer
Position responsible for updating: Chief Technology Officer
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1. Purpose/Principle/Definitions:

This procedure defines usage of network storage and shared resources on servers, including effective use and security. This procedure covers acceptable use and management of data storage on BMCC servers departmentally and/or individually.

2. Guideline:

BMCC provides network storage to individuals and departments across the College. This storage is a community resource, and this procedure is intended to ensure equitable usage of this shared commodity.

Departmental data may be stored on BMCC provided storage (shared resources with security permissions/measures), subject to the following conditions:

- All files/folders stored on BMCC servers are assumed to be the property of BMCC and are to be used for College-related purposes only;

- Network storage is not to be used as a backup device for desktop computers, and duplication of files/folders should be avoided;

- Do not store personal data, including, but not limited to, audio, image, or video media files. If there is a compelling business need, these files can be stored, but the IT department should be notified by the user;

- Users are not to store duplicate data on network drives. If users need a point-in-time snapshot of a directory for archival purposes, they should write that archival data to removable media (e.g.: CDs, DVDs, USB) or contact the Helpdesk for assistance;

- Do not store CD images or program installers. If the software is freeware, users should install it directly from the Internet. If the software is college/university licensed software, users should contact the IT department regarding storing the installer for future usage, as IT is maintaining all software inventory, licenses, and copies of BMCC-owned software;

- File storage limitations are necessary to assure continued resource availability to the full BMCC community;

- When department personnel leave the college, the department head must notify Human Resources if the departing employee's data is needed; Human Resources will inform the IT Department if these data need to be issued to an alternate employee. Data will remain on the servers for six (6) months, at which time it will be removed after confirmation from HR;

- Shared folders are temporary storage that is configured so departments can share data between staff and departments. These files require occasional maintenance, and IT will periodically request departmental reviews to remove data from shared folders in order to conserve drive space;

- IT will contact individuals and departments as needed to remediate issues regarding excessive use of network storage;

- Individual network space (F: Drive) is initially (by default) set at 1 GB. Storage increase of up to 2 GB may be requested by submitting a written request approved by the department head to the AVP Information Technology. Reviews of current network usage will be conducted as needed, to assure current and requested storage needs do not violate above mentioned conditions.   File storage requests between 2 and 4 GB will only be granted with written authorization of the AVP IT. Requests exceeding 4 GB would be deemed an extraordinary use of College resources and can only be authorized by the VP operations.