

F:\.F drive policy and folders\policy

F: DRIVE POLICY

EFFECTIVE DATE: DRAFT UPDATED 1-13-16

Date revised:

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Overview

This policy is designed to make the network F: drive useful as a communication device. The F: drive, accessible to all staff, is used for:

- information that all college staff should be able to access
- files shared by a defined group of staff other than a department. (Files used by individuals or within departments should be at the department I: drives.)

Rights

All files at the F: drive are in folders.

All staff have read rights to all folders at F. *Confidential information should not be saved in the F: drive.* Read rights allow the user to:

- view folder, subfolder and file names
- open files
- copy and view data in the files

The folder owner may give individuals modify rights. Modify rights add the ability to:

- add files and subfolders to the folder
- change files in the folder
- delete the folder and its files

Other than the individual tasked with approving new folder requests, no users can:

- save files at F: root
- create folders
- rename folders

Owners

Every folder has an owner. The owner is directly responsible, or has a working relationship with the individual(s) who are responsible, for:

- organizing the subfolders
- requesting changes in who has modify rights to the folder
- deleting the folder (or moving it to a different drive) when/as appropriate

Temporary folder

There is one exception to the general rule that every folder has an owner who requests rights. All staff have modify rights to the “temporary” folder. Files saved there are automatically deleted 30 days from the date created. This folder is intended as a temporary holding place. *Example: A staff member needs to send a file to another, but it is too large to email. It can be saved here, then moved by the intended recipient to their network drive.*

F: drive administration

The folder “.F drive policy and folders”, named so that it appears first in the listing, contains the following files.

- this policy document
- the list of folder owners
- the F:\Folder Request Form
- a list of folders moved from F:\Archive to F:, with any new folder name.

F:\F drive policy and folders\policy

Requesting a new folder

Staff may request a new folder by completing the F:\Folder Request Form. The Director of Fiscal Services reviews requests, consults with others as needed, and routes approved requests to ITS.

The form includes the retention period. This is used by ITS to create business rules for record retention. When the retention period ends, the business rules trigger an email to the folder owner that the files are scheduled for deletion. The folder owner must respond as to whether the retention period should be extended, or the files moved or deleted.

Transition 2015-16

Existing folders and files will transitioned to this new policy beginning **fill in date**. A folder named F:\Archive will be created, and all folders and the loose files at F:\ moved into it. All staff will be given modify rights to the archive folder. As folder/file owners are identified, the folders/files will be deleted, moved to department drives, or moved into new/renamed folders at F:\ with modify rights given only to appropriate users. In the meantime, staff can continue to do the following at F:\Archive:

- change files in the folder
- delete folders and files
- move folders and files to drives other than F:

but will no longer be able to:

- add files
- create folders
- rename folders

After one year and email notification, the remaining folders and files at F:\Archive will be deleted.