

UNIVERSITY OF WESTERN CAPE (UWC)

FILE/ FOLDER STORAGE SPACE MANAGEMENT

DATE OF LAST APPROVAL: C2005/5



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WESTERN CAPE

A place of quality, a place to grow, from hope to action through knowledge


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|  UWC Policies & Procedures | Date: 3 October 2005 | Final 1 |
| | Revision Date | Revision No |

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SUBJECT INFORMATION & COMMUNICATION SERVICES

POLICY NAME: File/folder storage space management

Policy Number:

None

Statement/Purpose of policy:

The Information and Communication Services (ICS) department provides file and folder space to a large number and variety of users, including staff, students and departments. ICS has campus-wide responsibility to manage this data storage resource by ensuring storage capacity needs are met campus wide in an equitable and efficient manner.

The ICS department find an ever increasing number of non-business or non-- academic files (including entertainment music and video) being stored on the university network.

Storage of unauthorised content on the network may have legal implications for the university, increases cost of storage provision by increased hardware and backup costs and is prohibited in terms of the UWC Internet and Network usage policy.

Unauthorised files or undesired content on the university network mainly consist of video files, audio files, unlicensed software and pornographic images.

Responsible Officer and Policy Oversight:

Anver Natha

Implementation date:

200511 03

Other related policies/Acts/Exclusions

Purpose of Policy:

The ICS department will manage and clean up network file and folder space by deletion of unauthorised files and software on the university network.

The ICS department will make space available, for file storage, to departments and individuals for academic, research and university business purposes.

This policy is applicable to all staff and students or any one making use of the network for file storage.

Policy Procedure:

The ICS department will schedule regular network scans to identify all video and audio-based files and implement their automated deletion except where special arrangements have been made.

Files that have a 'last accessed date' that exceeds 24 months will be moved from disk storage and archived to tape.

Any request for access to archived files must be directed to the ICS helpdesk via helpdesk@uwc.ac.za or servicecentre@uwc.ac.za

Users are encouraged to store personal files on their desktop computers or other personal storage media and are reminded not to engage in any illegal file sharing or storage.

Areas of data storage impacted through file cleanup include:

H: drive or home directory allocated to each user.

S: drive, shared data between departments or similar interest groups.

A default allocation of 100 Meg for h: drive is made available to all staff.

A default allocation of 10 Meg for h: drive is made available to all students.

All requests for increased H: drive space must be made via the ICS helpdesk.

The above quotas may be reviewed and adjusted as necessary. Users should check their network folder frequently, delete unneeded files and documents promptly, and stay within their folder size allocation.

Review date of Policy:

As needed

Related forms as Appendix:

None to date

10. REPORT FROM JOINT COMMITTEES OF COUNCIL AND SENATE

10.1. Information and Communication Systems Committee

10.1.2. CISC 2005/3 (C Annex 2005/5/16)

Decision: Council approved the file storage policy.