



Home Drive Usage and Mailbox Storage Policy

Home (H) Drive

1. In order to maintain the manageability, portability, integrity, and security of all work related files and data, OCF encourages all employees in the Department of Radiation Oncology to use their Home (H) drive as their default storage location because:
 - a. All data that is stored on you Home (H) drive resides on an OCF File server that is backed up every night.
 - b. OCF will not backup individual computers, if you have data stored on your local C: Drive and your computer crashes, OCF will not be responsible for any lost data.
 - c. Your H drive is accessible if you are working remotely.
2. There is a quota on your Home (H) drive and the limits are as follows:
 - a. For Staff : 5GB
 - b. For Faculty : 10GB
 - c. For Division Director and above : 20GB
3. To keep our file servers healthy and to optimize our nightly backup process, OCF will move all files that have not been accessed in one year to offline storage media.

Outlook Mailbox

1. Outlook Mailboxes were not designed to be a long term data storage location, therefore to make our mail server healthy, OCF is applying a quota for the mailboxes as follows:
 - a. For Staff : 1GB
 - b. For Faculty : 2GB
 - c. For Division Director and above : 4GB

Larger mailboxes are susceptible to corruption. Applying quotas to the mailboxes reduces the chances of mailbox corruption.



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Backup Retention

Backups are performed nightly on the file and email servers. The backups allow for restores of files or mailboxes in the event that files are accidentally deleted or mailboxes need to be restored. The backups also allow for the restore of the data in the event of a disaster. Backups will only be kept for 180 days. Files or messages that have been deleted more than 180 days will not be able to be restored.

Handwritten signature of Dennis Hallahan in black ink.

Dennis Hallahan, Chairman

Handwritten signature of Chris Alexander in black ink.

Chris Alexander, IS Director