

**NEW COLLEGE OF FLORIDA  
REGULATIONS MANUAL**

**CHAPTER 4 - Academic Affairs**

**4-5012 Network Storage Use**

The Office of Information Technology (IT) provides centralized network file storage, sharing and backup services to individuals, divisions, and departments across the College. Centralized electronic storage is a community resource, and this Regulation is intended to ensure equitable usage of this shared service.

(1) Definitions

- (a) Network Storage: An online storage service provided by IT with the primary purpose of facilitating storage of and access to work related digital files by users on the network.
- (b) File Shares: Individual storage folders on a file server to which users have access. The primary purpose of a File Share is to provide a centralized storage location for work-related files and data. Typically, files saved on a File Share would include documents, 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"). The "share" part of the term refers to the ability to create electronic storage folders that can be accessed by multiple users, such as for a division or department. Per NCF Regulation 4-5013 Personal Data Files, storage of files not related to the academic or administrative mission of the College are not permitted on College-owned computers, laptops or College Network File Shares.
- (c) Employee File Shares (Individual work space): An Employee File Share is automatically created for each faculty and staff member at New College upon generation of each member's network account. This storage area is available for work-related use only and cannot be shared with others. Each user has control over his/her files in this space, including the ability to create, update, and edit files.

<b>Employee File Share</b>	
<b>Suggested Uses</b> ✓	<b>Not Intended for</b> ✗
✓ Active file storage for individuals	✗ Active file storage for divisions/departments
✓ Course work	✗ Academic/Administrative information storage
✓ Critical individual document backup	✗ Critical division/department document backup
✓ Short term data transport	✗ Division/Department wide software storage
	✗ Divisional/Departmental file sharing
	✗ Multi-divisional/departmental file sharing
	✗ Non-work related movies/music
	✗ Non-work related document/file storage
	✗ Non-work related pictures

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	✘ System Backups
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- (d) Divisional/Departmental File Shares (Collaborative work space): A divisional or departmental file share is available to each employee of the College to use for file sharing and as a collaborative work-space with other members of their division or department. Each divisional and departmental file share is accessible only by employees of that division or department. Requests for file shares that allow collaboration between multiple divisions and/or departments' employees will be created upon approval by the Chief Information Officer.

<b>Divisional/Departmental File Share</b>	
<b>Suggested Uses ✓</b>	<b>Not Intended for ✘</b>
✓ Active file storage for divisions and departments	✘ Active file storage for individuals
✓ Academic/Administrative information storage	✘ Critical individual document backup
✓ Critical document backup	✘ Multi-divisional/departmental file sharing
✓ Divisional/Departmental file sharing	✘ Non-work related movies/music
	✘ Non-work related document/file storage
	✘ Non-work related pictures
	✘ System Backups

- (2) Access to Network Storage File Shares. File Shares are mapped automatically upon login on IT managed computers running Windows. The File Share will appear as an additional drive in the My Computer window; Employee File Shares have the letter designation "U", the divisional and departmental files shares have the letter designation "M". This is similar to the "C" drive designation, which is typically used for the computer's primary hard drive. For instructions on mapping a drive to your personal file share on a Mac, UNIX-based, or non-IT managed Windows computer, contact the IT Help Desk at extension x4350 or enter a Help Desk request.

(3) Retention of Employee Work-Related Files

- (a) Once the owner of an Employee File Share is no longer an employee of the College, his/her supervisor will be provided two (2) weeks temporary access to the file share so that important files can be moved to archive storage. It is the responsibility of department supervisors to retain any College related materials for retention as defined by New College Regulation 1-1010 Records Retention and Destruction, Including Email and Electronic Documents. After the temporary access period has expired, IT will confirm with the appropriate department supervisor(s) that all data required to be retained has been moved to archive storage. The Employee File Share will then be removed from the system.

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- (b) If IT detects that an Employee File Share has not been accessed within one year, IT Help Desk staff will contact the owner of the share via email to verify if the share is still needed. If the owner does not respond within thirty (30) business days during the contract cycle, the IT department reserves the right to remove the share following consultation with the employee's supervisor and move the files within the share to archival storage.
- (4) Best Practices Guidelines. Individuals, divisions, and departments with access to network storage file shares should employ the following management practices:
  - (a) Delete Personal Data Files not related to the business of the College or move them to private media storage such as a cloud-based solution;
  - (b) Create clear, consistent, and logical means of organization so that users can share and find documents easily;
  - (c) All files should be organized in folders – avoid using “miscellaneous” named folders; and
  - (d) Avoid storing sensitive, confidential, or highly personal information on network file shares.
- (5) Auditing of Resources. IT reserves the right to regularly audit usage of network storage and will periodically contact individuals, division heads and department managers as needed to remediate issues and assist with implementation of best practice standards of network storage file shares.
- (6) For related Regulations, see NCF Regulations 4-5001 Use and Protection of Information Technology Resources; 4-5002 Information Technology Acceptable Use; 4-5010 Passwords; and 1-1010 Records Retention and Destruction, Including Email and Electronic Documents.

*Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulations 1.001 and 3.0075*

*History: Adopted 09-08-12; Revised 02-24-17 (technical amendment)*