3-07/210.50 - Space Allocation

Authorized persons will be allocated limited space for the storage of their files. Authorized persons are encouraged to delete or remove data stored in Department computers as soon as practical. When maximum storage capacity is reached, authorized persons will be advised to remove files. Failure to do so will result in files being removed by system administrators without notice.

Authorized persons who need to exchange a high volume of information via e-mail should place the information in a “shared” folder and have permissions set so that the interested parties may have access to the folder over the network. See your local systems administrator for instructions on setting up shared folders or contact the Central Help Desk.