Network File Storage, Backup & Recovery

Keene State College Policies and Procedures

Network File Storage, Backup & Recovery

Section Menu

Overview

The IT Group maintains a server that is used primarily as a space for faculty and staff with assigned keene.edu e-mail accounts to use as centralized storage for work related files and data. Work related files include items such as Word documents, Excel spreadsheets, images, or any other job critical data that is created.

The IT Group encourages faculty and staff to use the space available on the Q drive because all files on the server are backed up nightly, which means important data is not lost in the event of a hard drive failure on a personal workstation.

- The Q Drive is a secure location for the storage and sharing of departmental, committee, or project-related files where access is limited to a specific group of users.

Q Drive Basics

What kinds of data can be stored on the file server?

Network data storage is intended for critical data access from multiple locations on campus; it is not intended to archive large amounts of non-critical or personal data. If you have files that must retain due to legal or institutional requirements, you should use offline media such as USB flash drives, CD-ROMs, or DVDs.

Data stored on the KSC File Storage Server is used for two purposes: KSC-related work files, departmental files which need to be shared among

members of a department, and collaborative areas for special projects and committees.

How much data can I store on the file server?

Departments can have up to 10GB of group storage space on the Q drive.

Is the file server secure?

Yes. The local network file storage service runs on a server that has been configured and is updated for maximum security, while still being able to provide an efficient and reliable service to the campus. In addition, members of the IT Group, who maintain the storage services, only access the file server as necessary per their responsibilities. These professional IT staff members are bound by KSC policies and professional ethics to keep all data secure and confidential.

Is my data on the file server backed up?

Yes. Data located on the file server is backed up every night. This is done for the purpose of data recovery in the event of software or hardware failure. Backup also provides recovery in case of accidental deletion or file corruption.

What is the Data Retention Policy?

The Data Retention Policy is intended to help KSC employees determine retention and disposition handling of KSC data stored on network storage, workstations and KSC supplied email accounts.