

# Best Management Practices for Data Storage

## Policies:

The DAS Statewide Policy 107-004-110, Acceptable Use of State Information Assets (<http://www.oregon.gov/das/Policies/107-004-110.pdf>) points out that storing duplicate copies of files on a server, storing personal backups on a server, or storing copies of project data in personal folders on a server can contribute to impairing the availability, reliability, or performance of state business processes and systems. This behavior may constitute a violation of the policy section on Lawful, Ethical, and Inoffensive Use as servers fill up and become unavailable to store active business (corporate) data.

In addition to duplicates, ADM 05-08-01, ODOT's Acceptable Use of State Information Systems and Information Assets Policy (<http://transnet.odot.state.or.us/cs/BSS/Policies%20and%20Procedures/ADM%2005-08-01.pdf>) helps us identify opportunities for removing files on servers to free up disk space. Specifically, the paragraphs regarding software installation and downloads, and personal use of audio CD's, DVDs, indicate that **non-business media files should not be stored on any state-owned equipment**. *Personal digital movies, music, and video files all fall into the category of non-business files.*

## Definitions:

- **C:\ drive** - this is the hard drive of your assigned Local Computer. It is not a server. You are encouraged to use three folders on your Local Computer:
  1. **C:\Usr** - use to store business related files that need to be available on your Local Computer. The C:\Usr folder may be backed up to a server if you have Autonomy Connected Backup/PC installed. If files are backed up, they may be restored if your computer fails.
  2. **C:\Share** - use to place **copies** of data for others to read, copy, modify, or delete. This folder is used as a transfer point; data should not reside in the C:\Share for long periods of time. This folder is never backed up and others have the rights to modify or delete data; do not store your original work in this location. Files stored in C:\Share cannot be restored.
  3. **C:\Work** - use to store **copies** of business data that you don't wish to share. Store personal photos that you use for wallpaper; some programs store backup data files here.
- **F:\ drive** - this is a mapped drive to a server. It is also called your Personal Server Share.
- **Desktop** - This is an alias for a folder that contains icons, shortcuts and documents that you see when you log on to your computer. This location is not backed up to a server. The Desktop is a good location to store **shortcuts** to business data or personal photos. Do not store business data on your Desktop; it is not backed up. Files stored on your Desktop cannot be restored.
- **Documents** - This is a library that combines data from at least two locations. By default, your F:\ drive is the primary contributor to the Documents library. Typically when you save data to Documents or My Documents, it will be saved on a server. If you are unsure which locations are contributing to your Documents library, ask.

## Best Management Practices for Data Storage:

### Data on Computers

- If you use C:\Usr to store corporate (business) data, ensure that you have Autonomy Connected Backup/PC installed on your computer.

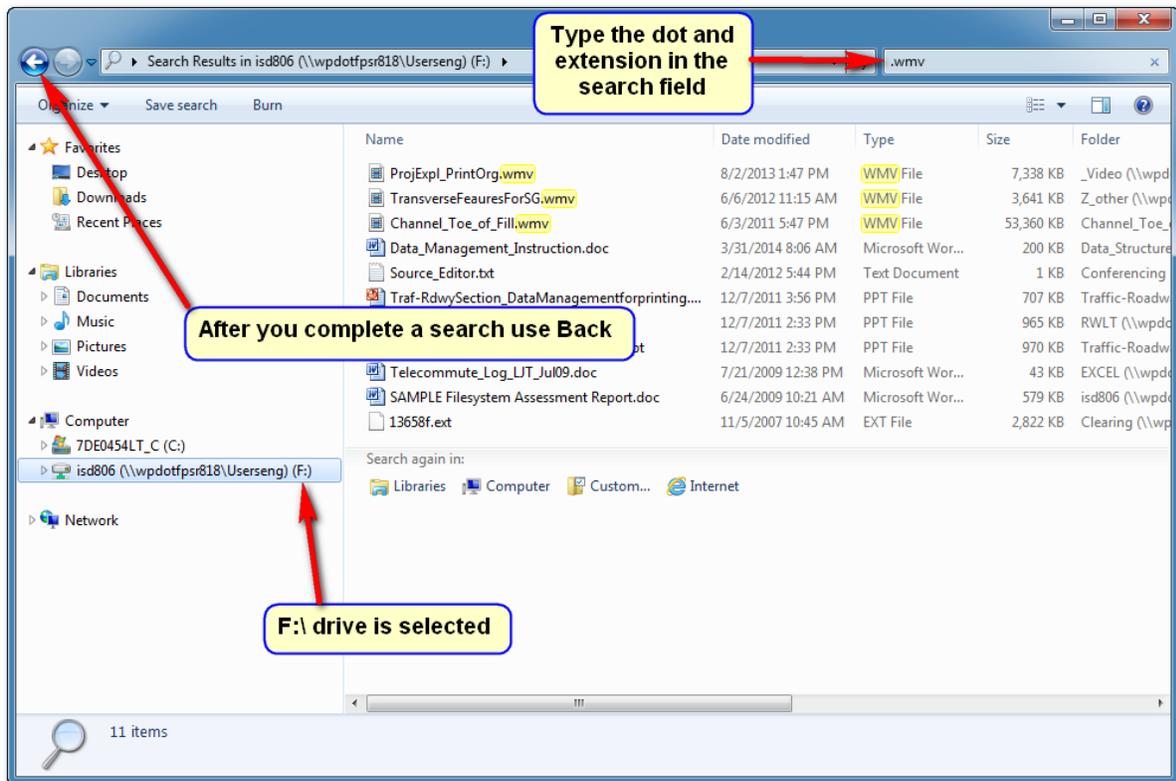
- Use C:\Work or your "Desktop" on your local computer for files that you wish to keep locally and remember that these locations are not backed up to servers. C:\Work is a good location for personal photos that you use as wallpaper.

### **Data on Servers**

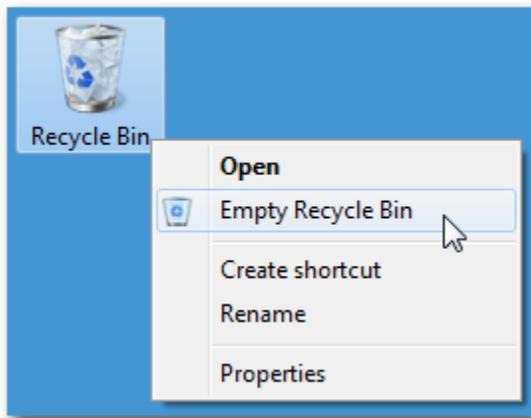
- Store only one copy of business-related files in a well-organized folder structure on the server.
- Crew server shares (maybe mapped to K:\ or G:\ drives) are usually the best location for project related files.
- The personal server share (F:\ drive) is a typical *first* location for data we create or download; however, project related data, in many cases, is best stored in a crew share. When you copy data to a crew share, remember to remove the original file from your F:\ drive and do not maintain duplicates.
- Review the contents of your F:\ drive (personal server share) frequently. The data contained in your F:\ drive is under your responsibility for adherence to all policies.

### **How to Review Data Stored in your F:\ drive**

- Use Windows Explorer to look at the folders and files in your F:\ drive and determine if they are business-related, active, and should be stored in your personal server share. An F:\ drive should not contain a folder name that includes the following: "old", "backup", "C drive", "D Drive", "usr", "share", or "archive". These folders should be removed to the local computer before determining the correct final location - such as, moving back to C:\Usr or C:\Share on the local computer, archiving to other media, or deleting. Please request assistance if you see files in your F:\ drive that you do not recognize.
- Some music players are configured to automatically store music or movies to default locations for your computer like My Music. This can result in writing non-business media files to state-owned equipment. Request assistance for configuring media players.
- Use Windows Explorer to search your F:\ drive for file types associated with media files, determine if they are non-business related, and remove them.
  - Visually look in obvious places - F:\My Pictures, My Music (this should be empty), My Videos
  - Select your F:\ drive in Windows Explorer and use the Search field at the upper right (see picture below)
  - Music and videos - .mp3, .wmv, .mpg, .mpeg, .mov, .avi, .wma, .m4p
  - Pictures - .bmp, .jpg, .jpeg, .gif, .tif



After removing non-business related files from the server or your local computer, please empty your computer's Recycle Bin.



More information about data management can be found in this accompanying document [Data\\_Management\\_Concepts.pdf](#). Contact the ODOT Computer Support Desk if you have questions - 503-986-3800.