

Electronic Data Storage Quotas

Policy 500-09

Revision Date: 11/07/2011

POLICY PURPOSE:

Each university system has different storage and access requirements. A quota system is needed to effectively manage the storage resources of these systems. The quota system will help to ensure that sufficient storage capacity is provided to all campus users and to encourage the appropriate use of each system.

POLICY STATEMENT:

An electronic storage quota system is needed to effectively manage the finite storage resources of university systems.

APPLICABILITY AND AREAS OF RESPONSIBILITY:

IT is responsible for the management of university storage quotas and informing users when they have exceeded a quota limit. Individual users are responsible for the management of their storage consumption to ensure they remain below the published quota limits.

PROCEDURES:

- Systems with storage quotas, such as the U-drive, shall be monitored to determine when users are approaching, and when they exceed their quota limits. Quota limits shall be posted on the campus quota standard, and reviewed annually.
- Requests to adjust quotas for students are authorized by the department chair of the course being offered. Requests to adjust quotas for all other account types are authorized by the Chief Information Officer (or designee).
- Requests for increases in quota are processed by the University Helpdesk.

RESOURCES AND REFERENCE MATERIALS:

[500-10 Use of Computing Resources Policy](#)

FURTHER INFORMATION:

Vice President for Information Technology and CIO

APPROVED BY THE PRESIDENT