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PURPOSE: Each of the Enterprise Systems has different storage and access requirements. A quota system is needed to effectively manage the storage resources of these systems. Moreover, the quota system will help to ensure that sufficient storage capacity is provided to all campus

STANDARD: The storage quota system shall be configured using both space- and time-based limits

1. Overall Storage Limits: The default maximum quota limit for each system is defined in Table 1.

Account Classification	Email	Udrive	Vmail	Vdrive
Faculty/Staff	160 MB	300 MB	20 Min	20 GB
Organization Units	40 MB	100 MB	20 Min	20 GB
Students	40 MB	100 MB		
Other*	10 MB	10 MB		

Table 1: Quota Limits
*Examples of accounts that fall into the "other" category are: guests, contractor, etc.

2. Overdraft Limits: Each user shall be provided with overdraft privileges, which is set to be 25% of the users' establish quota limit.

3. Notification Process: User shall be notified via email at defined points associated with storage consumption.
   - Report-based notification: A bimonthly report shall generate the following e-mail notifications:
       1. **Advisory Notice:** when a user exceeds 90% of their limit
       2. **First Warning Notice:** when a user exceeds 100% of their limit
       3. **Second Warning Notice:** when a user exceeds 100% of their limit for at least 2 weeks
       4. **Restriction Notice:** when a user exceeds more than 100% of their limit for a least one month. In addition, their overdraft privileges shall removed while the user is above the defined quota limit.
   - Immediate notification: The user shall be notified immediate whenever they exceed both their quota limit and overdraft privileges.

3. Time-based Quota Limits: E-mail messages that are older than 30 days should be automatically removed from the system from the following e-mail folders:

Account Classification	Trash	Web-Deleted	Junk Mail	Junk E-mail	Deleted Messages
Faculty/Staff	7 days	7 days	15 days	15 days	7 days

Organization Units	7 days	7 days	15 days	15 days	7 days
Students	7 days	7 days	15 days	15 days	7 days
Other*	5 days	5 days	7 days	7 days	5 days

Table 2: Time-based Quota Limits

REFERENCES: Administrative Policies and Procedures: Storage Quotas