

Request Form for Increased Shared Drive Disk Space for EAM Archiving

Each Faculty is entitled to receive an additional 100 GB storage space for EAM archiving. This will be allocated between the Faculty shared drive, School shared drives and/or the associated Faculty Registry Team shared drive as appropriate to each Faculty's usage model. This request form must be completed and the conditions below adhered to.

Please complete a row for each shared drive.

Shared drive name	Shared drive owner	Shared drive owner agreement to conditions of use (signature)	Shared drive administrator	Amount of disk space requested (100GB total per Faculty)	Date requested

Conditions of use:

1. A structured storage framework must be adhered to. A folder named EAM Archive must be set up at programme-level or higher. Submitted work and feedback will be downloaded to this folder only once created. Organisation of files within this folder can be determined locally.
2. Work and feedback will be downloaded into ZIP files wherever possible to maximise use of storage space.
3. Filenames must include the expiry date as must any sub-folders in the format: 'EXPIRES DDMMYY' (in accordance with University document retention requirements).
4. The shared drive owner has responsibility for ensuring files are removed once their expiry date is reached. This may be actioned by various roles including School or programme administrators, module leaders or Faculty Registry Teams, to be determined locally.
5. Each shared drive owner has responsibility for EAM Archive folders on their drive and will be the point of contact with IT.
6. Permissions management on EAM archive folders will match those already in place on existing shared drives. Should Faculties/Schools/Faculty Registry Teams need to add permissions beyond these, it can only be done at the top-level of shared drives and only through discussion with IT.
7. Once specific storage has been allocated, it is suggested that any existing EAM storage elsewhere is moved into the designated area and named as specified above for easy identification. If actioned, this will not be included in the 100GB newly made available.

Background

Investigation is underway into a new automated EAM archiving solution, however currently all work and feedback submitted has to be manually downloaded to meet the University's retention requirements – this is likely to continue until at least the end of 2016.

The IT Department has made an additional 100GB of disk space available to each Faculty for this purpose. The EAM Working Group and the IT Department have agreed some conditions for use for this disk space (see page 1) which have been designed to ensure management of the disk space is efficient and effective.

Recognising that different Faculties do EAM archiving in different ways this will not be added to shared drives automatically. It will be added upon satisfactory receipt of the completed form, so Faculty EAM Reps are invited to request additional disk space in this way.