

Drive Usage Guidelines at the Haskayne School of Business

Description	Physical Location	Research and Work related files	Personal files	Backed up to tape nightly	Accessible to ALL users	Accessible to users in your area	Accessible to ITS staff ¹²⁵
C:, D:, E: - local hard drives	Local computer	Yes	Yes	No ³	No	No	Yes ¹²⁵
N: - Private folder on 'HSB_1'	Server	Yes	No ⁴	Yes	No	No	Yes ¹²⁵
P: - HSB Temp\$ on 'HSB_1' ⁶	Server	Yes	No	Yes	Yes	Yes	Yes ¹²⁵
S: - HSB Files\$ on 'HSB_1'	Server	Yes	No	Yes	No	Yes	Yes ¹²⁵
T: - Apps\$ on 'HSB_1' ⁷	Server	N/A	N/A	Yes	Yes	Yes	Yes ¹²⁵

Notes:

1. All ITS staff, core and assistants, follow strict confidentiality rules, and have access only at various times (upgrades, failures, user request, etc).
2. ITS technical assistants work under the supervision of core ITS staff.
3. Backup of ALL local files (including research and work related files) that are saved on the C:, D:, or E: drives is the responsibility of the user.
4. ITS recommends that all users keep personal files on their local hard drives to reduce the use of expensive server disk.
5. ITS technical assistants only have access to network based files when logged into user's computer with the user's credentials (typically during upgrades).
6. Files on this temporary storage drive (P:) are deleted on a regular basis, typically once a week.
7. Users have "Read Only" rights to the 'T:\' drive and therefore cannot save files here.

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