



## POLICIES AND PROCEDURES

Originator: Vice President for Business Affairs  
Distribution: All Policy & Procedure Manuals  
Subject: Electronic Data Storage Rights and Responsibilities  
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### A. Background

The University seeks to be a good steward of its resources and in this effort needs to establish written policies that would serve to conserve computer disk space and eliminate the time required to back up and manage obsolete data. Further, the University needs to formally clarify its rights and responsibilities in regard to data stored on its computer systems.

### B. Policy

The University administration has the following rights in regard to its computer systems:

1. To limit disk space available to a user.
2. To delete files it deems to be obsolete after making a good faith effort to forewarn the creator of the files.
3. To review a user's files if the administration perceives an investigation is warranted in regard to a possible breach of law, policy or procedure, and if a breach is found to document the material/activities for disciplinary action and remove the material from the system.

The University may permit personal files to be stored on its systems and will make reasonable efforts to secure and protect such files. However the University denies any potential liability in regard to these files. Users are encouraged to back up, secure, and store personal files off-site.

### C. Guidelines

The Technology Committee will approve disk space limitations after consideration of input from the Dean's Council and the Administrative Council. Efforts will be made to attempt to accommodate individual needs beyond these limitations via alternative storage methods.

Users will be given thirty days' notice via e-mail of the intent to delete perceived obsolete files that meet certain criteria. The Technology Committee will approve these criteria after consideration of input from the Dean's Council and the Administrative Council.

The President or the Provost & Vice President for Academic Affairs must give written approval to the technical staff to proceed with an investigation involving a review of a faculty or staff member's files or computer activities. The investigation of a student's files/activities may be initiated by the President, Provost & Vice President for Academic Affairs, or Vice President for Student Development.