

Policy for the College of Agriculture W (Pub) Drive

AgIT Systems

Policy No. S1.2.8

Policy Statement

The W drive is a public folder housed on an AgIT server at Purdue to provide a convenient location for the short-term storage of shared computer files. All users on the Purdue West Lafayette campus have full access to the W drive and can add, modify, or delete folders. Staff of Extension and the College of Agriculture may use this drive to share files with others in the Purdue community.

Starting September 1, 2007 AgIT will run a script daily to remove data that has been stored on the W drive for more than 30 days. There will be no warning of the daily cleanup. Recovery of deleted documents will not be possible as the W drive will not be backed up after September 1, 2007 due to the temporary nature of the storage.

Reason for Policy

To inform all users of the AgIT server of the appropriate use of the W (Pub) drive and to encourage proper maintenance of this limited resource.

Policy Specifics

The following are instructions on how to access this drive and why you should consider it over other methods of documents sharing.

Why Should I Use the W (Pub) Drive?

The W drive is a safe, convenient place to share newsletters, fliers, digital images, PowerPoint presentations, and other documents with staff located on campus and in other counties. Since viruses are often transferred via email attachments, using the W drive to share files and folders assures your peers that they are opening safe documents. Size restrictions on email attachments limit your ability to share files, but the W drive does not include that limitation.

Using the W drive eliminates the possibilities of your document going into junk mail. For example, some attachments don't make it thru spam filters and instead is sent to junk mail. Therefore, the attachment never reached the intended person and neither party realizes it did not reach its intended destination. However, using the W drive prevents this from happening.

Policy

Page 1 of 2

Created: 6/24/2004

Modified: 8/28/2007

Policy for the College of Agriculture W (Pub) Drive

AgIT Systems

Policy No. S1.2.8

How the W (Pub) Drive May Not Be Used

Do **not** do the following with the W (Pub) drive:

- The W drive should **never** contain a copy of a restricted or sensitive file.
- The W drive should **never** contain confidential information.
- The W drive should **not** be used for long-term storage of any information. Any data stored past 30 days will be removed on a daily basis.
- PowerPoint presentations should **not** be run from the W drive. Please find other location such as website, SharePoint, or archive to DVD or CD.

Tips for Using the W (Pub) Drive

The following are tips for getting the best out of the W drive:

- **Always remember that this is a public drive.** Everyone who has access to it has full access to the files stored there.
- **Do not place the only copy of a file on the W drive,** because someone else may modify, move, or delete it.
- **Keep your files current.** Regularly remove your own outdated files and folders that are more than 21 days old. All file will be removed after 30 days.
- **Manage your files.** Avoid placing “loose” files on the root of the drive. Instead, place them in county, area, program area, or subject based folders. Here are some examples of organized folders: *Master gardeners, Land Use Team, Area 10, Area 5 Ag Educators, Whitley County, Campus, or Extension.* You can also use a folder with your name. If you need long term storage please contact AgIT so that they may help you setup a website, SharePoint site or long term storage on the U drive for certain items.

How Do I Access the W (Pub) Drive?

All users on the AgIT domain have a W drive mapped to their office computer.

1. Double-click the **My Computer** icon on your desktop.
2. Double-click the **W:** drive.
3. You are now in the W (Pub) drive.

You can also access the files on the W drive from your home computer using the Virtual Private Network (VPN).