

## Monroe Community College M:Drive Directory and Data Retention Guidelines

The M:Drive is the all-purpose storage file for the college. It provides the college community with a common area to store college-related data files. It provides different levels of security depending on the privacy and confidentiality of the data, and it provides different levels of interaction depending on the intended purpose (i.e. read only, read and write). The M:Drive is divided into four major directories as defined below.

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**M:\Users** The purpose of this M:Drive **Users** directory is to provide every staff member with a network file for storing individual, college-related, data files. This file is user specific; no one except the user can access the space on the network. This area should be used to store files that the user wants to keep private. Files and working documents that need to be shared should be stored in an office or department file.

### Characteristics of the M:\Users Directory

- Access restricted to individual use only
  - Users limited to a quota of 500MB of storage
  - Files are monitored for appropriate use only if storage quota is reached
  - *File name is User ID and mapped to the U: Drive*
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**M:\Offices** The purpose of this M:Drive **Offices** directory is to provide for divisional and departmental information sharing. Access to subdirectories and files is restricted to members of the respective division or department. This permits each unit a secured area to share data files among themselves.

### Characteristics of the M:\Offices Directory

- Access restricted to respective division or department personnel use only
- Access is read\write
- Files are monitored for appropriate use

In addition to these divisional and departmental restricted sub-directories, two general purpose sub-directories are:

### M:\Offices\Shared

This sub-directory allows for read/write sharing of data files among every MCC staff member. This is a temporary holding area. Files should not be placed in this sub-directory for a period longer than 7 months. Any file not accessed over 7 months will be deleted without notice.

### Characteristics of the M:\Offices\Shared Sub-directory

- Read/write access for the college community
- Files are monitored for appropriate use
- Files not accessed over 7 months are subject to deletion without notice

### **M:\Offices\Division\Shared**

This sub-directory allows for read/write sharing of data files among all members of the respective division. This is a temporary holding area. Files should not be placed in this sub-directory for a period longer than 12 months.

#### **Characteristics of the M:\Offices\Division\Shared Sub-directory**

- Read/write access for divisional staff
  - Files are monitored for appropriate use
  - Files not accessed over 12 months are subject to deletion without notice
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### **M:\MCC**

The purpose of this M:Drive **MCC** directory is to provide a public area for college-wide information sharing. This directory allows for multiple sub-directories, some created for specific purposes and others created for general needs and file-sharing across the college. One general purpose sub-directories is:

#### **M:\MCC\Teams**

This sub-directory is for cross-divisional teams, college-wide committees, or specific working groups. Each team file within this sub-directory is secured so only team members are allowed access. The team leader controls access.

#### **Characteristics of the M:\MCC\Teams Sub-directory**

- Access limited to team members only
  - Read/write access available
  - Files are monitored for appropriate use
  - Files stored over 3 years are subject to deletion.
  - Team leader or Members will be notified prior to deletion
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**M:\Courses** The purpose of this M:Drive **Courses** directory is to provide a college area where teaching faculty can place data files for read-only access by students. This file directory allows faculty to place information in audio, video and data formats into a network file for student use. Course files in this directory are available to all students at all MCC sites and from anywhere the student has Internet connections.

#### **Characteristics of the M:\Courses Directory**

- College access, read-only to all students and staff
- Read/write access to each course file to department; faculty
- Files are monitored for appropriate use
- College issued username and password required for access
- The courses directory is open to the college community, and there is no limitation to what a user can access
- Files that are not accessed within the past 3 years are subject to deletion without notice

## M: Directory Summary

Directory	Purpose	Access	Retention/Quota	Appropriate Use	Comments
M:\Users	Individual	Secured	500MB quota	✓	For individual storage of college-related files
M:\Offices	Collaboration	Restricted	None	✓	Division and department restricted
M:\Offices\Shared	Temporary/Collaboration	Restricted	7 month limit*	✓	College-wide access
M:\Offices\Division\Shared	Temporary/Collaboration	Restricted	12 month limit*	✓	Restricted to division
M:\MCC	Sharing	Public	None	✓	College-wide access
M:\MCC\Team	Team Collaboration	Restricted	3 year limit*	✓	Access restricted to Team members
M:\Courses	Faculty Teaching Materials	Public to view, restricted on input	3 year limit*	✓	Student access to course materials

\*From the last time it was accessed

## MCC M:Drive Appropriateness Guidelines

This table displays various types of M:Drive usage and what is considered appropriate and inappropriate. Please note that this is a fluid document and examples in this section change as technology changes.

TYPES OF USES	APPROPRIATENESS
<b>Storing Data/Document Files</b>	Virtually all work-related documents or data files are appropriate use of the M:Drive.
<b>Storing Multi-media Files</b>	<p>Work related graphic, audio, animation, and movie files such as, but not limited to, those that end in MP3, WAV, MOV, MPG, ASF, QT3, FLA, GIF, and JPG when needed for course instruction, or college operations.</p> <p>The most common infractions are copyrighted MP3 audio files, pornographic or humorous multimedia files. Large (hundreds of files or hundreds of Gigabytes) collections of work related multi-media files should also not be stored on the M:Drive as this is better provided through other services. Please contact Communications and Network Services at Ext. 3200 to discuss alternatives.</p>
<b>Storing or Running Programs</b>	<p>The M:Drive Service provides ubiquitous access to data files (such as word documents, excel spreadsheets, etc). The M:Drive is not to be used for storing personal or department archives of program files.</p> <p>Program files contain executable files such as Microsoft Office itself. These files take up large amounts of room and should not be stored on the M:Drive.</p>
<b>Providing Course Materials</b>	Under the courses directory it is appropriate to place course materials such as syllabi, class handouts, PowerPoint presentations, sample data files, etc. However, it is <b>not</b> appropriate to copy up an entire CD or any copyrighted material to the M:Drive for use in the academic learning environments. Because of the space and network bandwidth these would take, this type of service needs to be requested through Communications and Network Services at Ext. 3200 or through your department's ETS liaison.