



ADMINISTRATIVE DIRECTIVE

Title: Data Storage
Issuing Department: Technology Services
Effective Date: November 21, 2023
Approved: Terry Rozema, Town Manager
Type of Action: Revision

1.0 PURPOSE

The Town of Marana has established a data storage usage policy in order to preserve the finite amount of data storage space available on Town-managed systems. This policy is designed to curtail the increasing use of Town-managed data storage space for unauthorized, non-business-related files.

2.0 DEPARTMENTS AFFECTED

This directive applies to all Town of Marana managed systems and data storage space and to all users of the systems and data storage space.

3.0 REFERENCES

- 3.1 Town of Marana Personnel Policies and Procedures, Policy 5-4: Use of communications systems and equipment
- 3.2 Town of Marana Administrative Directive: Network Access & Security
- 3.3 Town of Marana Administrative Directive: Electronic Communications Retention & Storage

4.0 DEFINITIONS

- 4.1 Business network or network: Unless the context indicates otherwise, computing network owned and maintained by the Town of Marana for the purposes of conducting Town business including electronic correspondence and data storage, transfer and retrieval.
- 4.2 Network storage: A computer system that is used as the central repository of data and various programs that are shared by users in a network.
- 4.3 Local storage: A hard drive directly attached to a computer, laptop, or tablet. This is most often the C: drive on a computer running a Windows operating system.
- 4.4 External storage: A hard drive or flash drive that is not directly attached to a computer, laptop, or tablet but may be attached for the purposes of storing data.

- 4.5 Cloud storage: A model in which data is stored on remote servers accessed from the Internet, or “cloud.” It is maintained, operated and managed by a cloud storage service provider.

5.0 POLICIES AND PROCEDURES

5.1 General

- 5.1.1 Files that directly pertain to the business of the Town may be saved on Town network storage. These include most business files created using Technology Services Department-approved and installed software.
- 5.1.2 The Technology Services Department regularly backs up network storage. It is the responsibility of employees to ensure that files are copied to network storage. The Technology Services Department is not responsible for recovering files not on network storage.

5.2 Prohibited Storage

- 5.2.1 Employees are prohibited from saving non-business-related files and any other employee-installed software not approved by the Technology Services Department on the Town’s network or local storage. Prohibited files include, but are not limited to, MP3s, personal image files, and games.
- 5.2.2 Employees are prohibited from storing any Town-related files on cloud storage for longer than the applicable records retention period. Approved cloud storage is permitted only for the purposes of accessing files outside of the Town business network for business related purposes and temporarily sharing files with other Town employees and with individuals or organization outside of the Town.
- 5.2.3 The Technology Services Department will attempt to block the storage of all non-business related files. If Technology Services Department personnel detect prohibited files on Town-managed data storage, the responsible employee will be directed to remove them immediately.
- 5.2.4 The Town reserves the right to suspend or remove an employee from Town-managed data storage usage if illegal or copyrighted files are stored in these locations.

- 5.3 Individual Shares. Each employee will be allotted a finite amount of cloud storage space for individual shares. Some employees will be granted more space if demanded by their job function. Requests for more cloud storage space must be made to the Technology Services Help Desk.

- 5.4 Department Shares. Each department will be allocated a finite amount of shared cloud storage space where files appropriate to their department may be stored. These shares may be substantially larger than individual storage quota limits, with space being allocated based on department need. Files specific to a department, and not an individual, should reside on department shares. Like individual shares, department shares will have initial quotas. These quotas may be increased via a request to the Technology Services Help Desk.

- 5.5 Managing Storage. The Technology Services Department will send alerts to all employees who are close to exceeding their cloud storage space quota. If an employee exceeds his or

her cloud storage space quota, the employee will be unable to save files until sufficient allocated space is freed in order to accommodate them. If an employee needs support in freeing storage space, he or she may contact the Technology Services Help Desk.

5.5.1 Employees should set aside time on a regular basis to ensure that they remain within their cloud storage space quota by identifying, removing, and archiving items that are:

5.5.1.1 Outdated, such as preliminary draft versions of current documents

5.5.1.2 Out-of-use or orphaned files

5.5.1.3 Duplicated files

5.5.1.4 Non-business related or non-critical files

5.5.1.5 Files that have surpassed the applicable record retention period

6.0 RESPONSIBILITIES

6.1 It is the responsibility of every employee to ensure that they use their data storage space allocation wisely.

6.2 The Technology Services Department is responsible for overall management of the Town's data storage and for assisting employees who need a larger data storage space allocation or require support in managing their space allocation.

7.0 ATTACHMENTS

Reserved

REVISION HISTORY

	<i>DESCRIPTION OF CHANGE</i>	<i>DATE</i>
OR	Original Release	12/16/2019
REV	Revision	11/21/2023 (Resolution No. 2023-118)

Caution: A copy of this Administrative Directive is an uncontrolled document. It is your responsibility to ensure you are using the current version. The electronic version is the only acceptable and controlled Administrative Directive.