Proposed Long Term Data Storage Policy

Computer Committee (Fall 2009)

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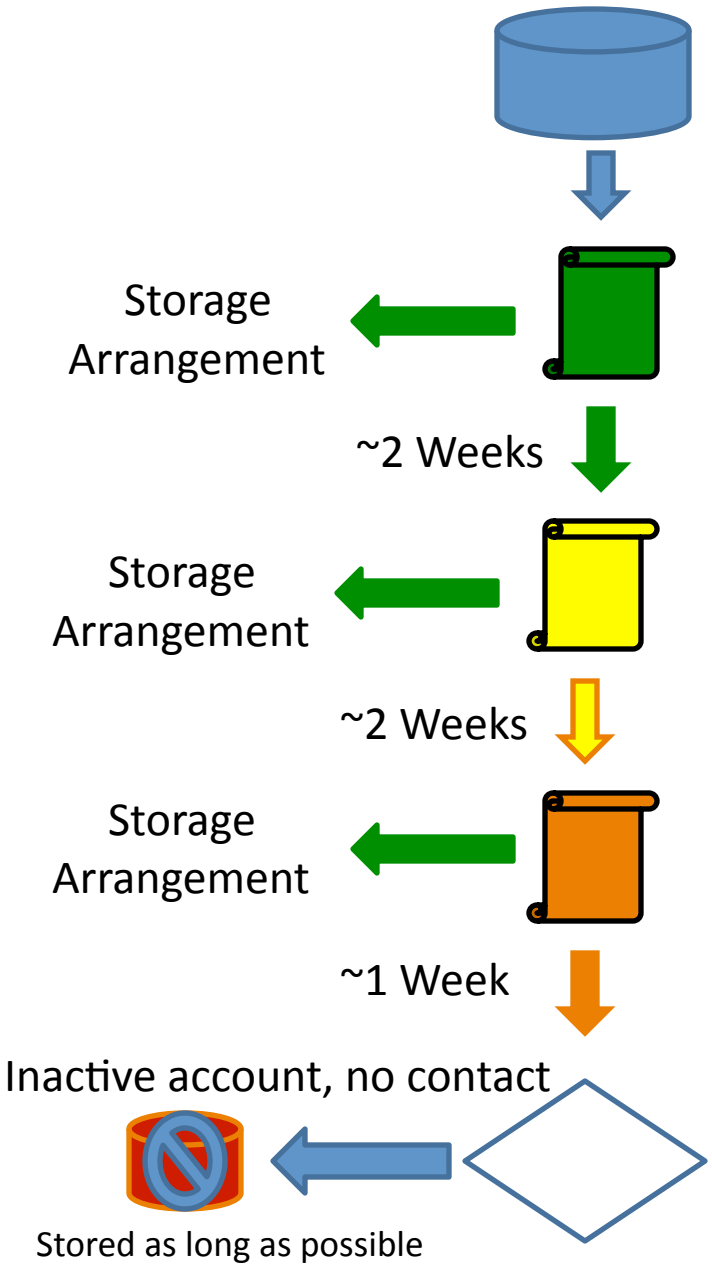

Summer

•All legacy DES data accounts (inactive, graduated, unaffiliated for a period of at least two years)

Winter

•Each DES computer account will be affiliated with an active faculty or staff member and the final list distributed

First Notice

•A list of all legacy accounts
•Distributed via electronic mail
•Account Holders [cc -> Active faculty and staff]

Second Notice

•A list of all legacy accounts still unclaimed
•Distributed via electronic mail

Final Notice

•A list of legacy accounts still unclaimed
•Distributed via electronic mail
•Date and time beyond which storage cannot be guaranteed

Stored as long as possible
•No guarantee or obligation
•Lowest priority

Stored as long as possible
•No guarantee or obligation

Final stage in early Autumn to accommodate new students

Long Term Data Storage Policy

The backup policy described here explains what happens to a DES computer account and the accompanying data when the account holder is no longer affiliated with DES and/or Rutgers University due to graduation or other change in affiliation (hereafter referred to as Legacy Accounts).

Proposed New Policy

DES Computing Services will automatically maintain data backups for legacy account holders for a period of two years. A list of all legacy accounts will be generated each summer and distributed via electronic mail to the account holders with a copy of the message sent to faculty and staff. This first notification will contain the account names and other identification information relative to these legacy accounts, which may be designated as safe for deletion based upon the response of the affected parties to the present notification and additional downstream notifications. A second notification enumerating all legacy accounts that have remained unclaimed after the first notification will be generated approximately two weeks later and distributed via electronic mail. A final notification will be sent approximately two weeks after the second notification and will include a date and time beyond which unclaimed legacy accounts and their associated data may be removed from the system without further warning. The date and time for potential removal will be at least one week after the final notification, but the actual date and time that data are removed will depend upon current storage demands. If interest in the contents of a legacy account by the account holder or a faculty or staff representative has been expressed, but no arrangement for storage of these data has been made, DES will continue to maintain the account as space permits. The DES staff cannot guarantee the long term storage of these data, but every effort will be made to insure that data are not lost. Those legacy accounts and the accompanying data that have remained unclaimed after the final notice and the one week grace period will continue to be stored as space permits, but the DES staff cannot guarantee the long term storage of these data and they will be assigned low storage priority (will be deleted first to accommodate new storage needs). Any necessary account deletions will occur in the early autumn to accommodate new DES students.