Goucher College Computer Quotas and Data Retention

Since the College only has a finite amount of disk space on each server, the College must find a way to equitably divide hard disk space on each of the servers for the campus community. The College has implemented quotas as a way of managing disk storage and usage on campus computing servers and systems. The servers are running quota software that limits the amount of space for each individual. When a person nears the quota limit, the individual is given a warning. When the person has met or exceeded the quota limit, some functionality will be lost until the individual removes files to free up disk space.

Description	Quotas
Undergraduate Students	
☐**Goucher Google E-mail** Amount of e-mail storage available to the student with a Goucher Google e-mail account.	7.3 gigabytes
☐**Personal Network Storage** The amount of storage space allocated to a student to store documents and files on the campus network	500 megabytes
☐**Web Page Space** The amount of storage space allocated for web pages for the student. Web Page Space must be requested.	100 megabytes
☐**Blackboard Upload Size** The maximum size of a single document or file either as an email attachment or digital dropbox submission.	100 megabytes
Graduate and Professional Studies Students	
☐**Outlook Web Access (OWA) E-mail (Receives a Warning)** If the student reaches the quota, a warning message will be sent	30 megabytes
☐**Outlook Web Access (OWA) E-mail (Cannot Send)** If the student reaches the quota, the student will not be able to send e-mail	40 megabytes
☐**Outlook Web Access (OWA) E-mail (Cannot Receive)** If the student reaches the quota, the student will not be able to receive e-mail	50 megabytes
☐**Goucher Google E-mail** Amount of e-mail storage available to the student with a Goucher Google e-mail account.	7.3 gigabytes
☐**Personal Network Storage** The amount of storage space allocated to a student to store documents and files on the campus network	500 megabytes
☐**Web Page Space** The amount of storage space allocated for web pages for the student. Web Page Space must be requested.	100 megabytes
☐**Blackboard Upload Size** The maximum size of a single document or file either as an email attachment or digital dropbox submission.	100 megabytes
Faculty	
☐**E-mail (Receives a Warning)** If the faculty or staff reaches the quota, a warning message will be sent	150 megabytes
☐**E-mail (Cannot Send)** If the faculty or staff reaches the quota, the person will not be able to send e-mail	160 megabytes
☐**E-mail (Cannot Receive)** If the faculty or staff reaches the quota, the person will not be able to receive e-mail	170 megabytes
☐**Personal Network Storage** The amount of storage space allocated to a faculty or staff to store documents and files on the campus network	1.5 gigabyte
☐**Department Network Storage** The amount of storage space allocated to a department to store documents and files on the campus network	10 gigabytes
☐**Web Page Space** The amount of storage space allocated for web pages for faculty and staff	100 megabytes
☐**Blackboard Course Storage** The amount of storage space allocated to an instructor to store documents and files for a course. A warning is received at 450 megabytes.	500 megabytes

☐**Blackboard Upload Size** The maximum size of a single document or file either as an email attachment or digital dropbox submission.	100 megabytes
Staff	
☐**E-mail (Receives a Warning)** If the faculty or staff reaches the quota, a warning message will be sent	150 megabytes
☐**E-mail (Cannot Send)** If the faculty or staff reaches the quota, the person will not be able to send e-mail	160 megabytes
☐**E-mail (Cannot Receive)** If the faculty or staff reaches the quota, the person will not be able to receive e-mail	170 megabytes
☐**Personal Network Storage** The amount of storage space allocated to a faculty or staff to store documents and files on the campus network	1.5 gigabyte
☐**Department Network Storage** The amount of storage space allocated to a department to store documents and files on the campus network	10 gigabytes
☐**Web Page Space** The amount of storage space allocated for web pages for faculty and staff	100 megabytes
General	
☐**E-mail (Number of Recipients)** The maximum number of e-mail recipients that can be specified in an e-mail message	150
☐**E-mail Message Size (with attachments)** The maximum size of an e-mail message including any attached documents or files. **NOTE:** Certain types of attachments (.bat, .com, .exe, .lnk, .pif, .scr, .vbs) are not permitted because of the likelihood of viruses. The College reserves the right to delete or remove messages that may be harmful to the College community.	12 megabytes
☐**Mailbox Cleanup** The Mailbox Manager Cleanup is run every Sunday at 1am to perform a cleanup of mailboxes, messages, and other Outlook information. Items that are older than the stated retention limits will be purged. For example, e-mail messages that are older than 2 years in the Inbox are purged during the Mailbox Cleanup.	
○ Inbox Retention	2 years
○ Sent Items Retention	1 year, 6 months
○ Calendar Retention	2 years, 6 months
○ Tasks Retention	1 year
○ Contacts Retention	Unlimited
○ Notes Retention	1 year
○ Deleted Items Retention	7 days
○ All other Mail folders	3 years
☐**Recovering Deleted Items** If an item has been deleted in a mailbox or a Public folder, it can be recovered within a specified time period.	30 days

NOTE:
☐ Remember that e-mail messages in your Sent Items folder impacts the size of your e-mail quota. E-mail quota is also impacted by e-mail items in folders under the Inbox folder. E-mail items moved to a personal folder will reduce your total mailbox size.
☐ Backups are performed nightly on all Goucher network storage.