



UW-Superior Faculty and Staff Information Technology Storage Guidelines

This document outlines the best way to store campus information based on security, recoverability and accessibility.

The primary storage locations for campus information along with their initial storage quotas, methods of access and how long their backups are retained are described in the table below

Storage Medium	Initial Storage Quota	Method of Access	Recovery Window	Sensitive Data?
Standard Department Share (SDS)	450 Megabytes	On campus with campus owned device	Six Months	No
OneDrive	5 Terabytes	On campus or off campus with any compatible device	30 Days	No
G Drive	2 Gigabytes	On campus with campus owned device and Web Portal from on or off campus with any device	Six Months	No
Enhanced Security Share (ESS)	Varies	On campus with campus owned device	Six Months	Yes

Sensitive Data

Personally Identifiable Information (PII) like SSN, DOB, Financial and in some cases Student ID, **MUST** be stored on an Enhanced Security Share (ESS). Sensitive information **MUST NEVER** be stored on your local hard drive, any type of removable media, or in the cloud without first consulting with Technology Services.

Requesting additional space

If you have a business need for additional storage space, please submit a helpdesk ticket by calling 715-394-8300 or emailing helpdesk@uwsuper.edu.

Recovering information

Most information stored on a department share or G drive is recoverable for up to one year. Please contact the helpdesk at extension 8300 or by emailing helpdesk@uwsuper.edu to begin the recovery process. OneDrive information can be recovered from your recycle bin for up to 30 days.