

# **Data Retention on H drive**

## **Statement of Practice**

During the network account creation process a folder is created, named A00xxxxxx (your BCIT ID) and mapped to the H drive for the purpose of saving electronic documents of a transitory nature.

**Student:** The H drive is a temporary repository for saving electronic documents. Documents need to be saved on an external personal device, i.e., USB key.

**Employee:** Departmental and corporate electronic documents are to be saved on other electronic repositories, see BCIT policy 6701, procedure PR1-6701, and your department records custodians.

### **Folder Creation:**

**Student:** The folder is created along with the network account, up to a maximum of two weeks prior to the start date of any course a student is enrolled in.

**Employee:** The folder is created along with the network account once the employee record is entered into Banner by Human Resources.

### **Folder Deletion:**

The H drive folder and all contents will be deleted 120 days after the student/employee is no longer at BCIT.

### **Accessibility:**

- A student will have access for 2 weeks after the end of their final course.
- An employee's access will be removed immediately once Human Resources has removed their employee status from Banner or has requested that IT Services disable the employee's network account.

### **File Backup:**

Files will be kept backed up for one year, after which the files will be automatically removed and no longer available.

Retention schedules may be suspended upon manager's approval as per BCIT policy 6701.

### **File Restore Request:**

Backed up files are not accessible by users.

Files will be restored by ITS and sent to the authorized requestor with the appropriate approvals.

**Student:** Restores will be available for Academic Appeal purposes only and must be approved by and returned to Student Judicial Affairs.

**Employee:** Restores will be available with approval from Human Resources.