Faculty/Staff Home Directory (H: Drive) Policy

Faculty and staff home directories (H: drives) are limited to 10 gigabytes of storage. The H: drive is provided for the storage, transport and backup of files belonging to the owner of the home directory. It is not intended for shared files or as unlimited storage for large amounts of data.

The following options are available for faculty and staff in need of more network storage space

**Quota extension**
If you can demonstrate a legitimate need for more storage space for personal files, contact User Support Services to request an extension of your storage quota.

**I:\Staff**
If your department already has a folder on the I: drive, you can find it on a Windows computer by opening "My Computer," then navigating to the I: drive, then to the Staff folder. Each department individually determines how its I: drive is organized; ask your department coordinator where you can store your data. If your department does not have a folder on the I: drive, your department coordinator can request one by contacting User Support Services.

**Research server**
The Research server is provided by Academic & Research Computing exclusively for the storage of research data. To request storage space on the Research server, e-mail your request to consultants@pdx.edu. At time of writing, the limit on the Research server is 20 gigabytes for faculty (10 gigabytes for graduate students affiliated with faculty research; graduate students must provide the name of the related faculty or project). Additional storage is available for a charge, handled on a case-by-case basis. Contact Academic & Research Computing for details.

**Internal/external hard drive**
If the data you need to store is unimportant and not sensitive, you may simply wish to leave it on your computer's internal hard drive or obtain an external hard drive for portable mass storage. However, your computer's hard drive is a bad storage option for information that is important or sensitive. Important information should be stored on a network drive because network drives are automatically backed up. There is no campus backup scheme for personal computer hard drives, so malfunctions and errors can destroy data forever. Never store data you cannot afford to lose uniquely on your computer's hard drive. Sensitive information should never be stored on your computer's hard drive. Personal computers are much weaker against attacks and intrusion than PSU's network drives.