

## FAQ – Creighton File and Folder Management

### Scope

Division of Information Technology and Library Services (ITLS) continues to improve data security policies and processes to protect Creighton systems and data. To assist in this effort, ITLS will be retiring “Albatross,” Creighton’s primary data storage server. We will provide alternate storage options for public, private, and confidential data. To help with these efforts, the division is asking all faculty and staff to review and remove any data that is no longer necessary.

### Frequently Asked Questions

#### Timing and Process

- What is the timeframe for moving all data off Albatross?
  - The timing will vary by division or college, since ITLS will work with each unit independently to set deadlines.
- Who is responsible for moving data off Albatross?
  - Individual data owners are responsible for cleaning up data on Albatross and moving it to an alternate location.
- What options are available for data storage other than Albatross?
  - Distributed File Storage (DFS), Sharepoint, and OneDrive. To help determine which storage solution is best for you, see the **File / Data Storage Location, Features, and Uses** chart below.
- Are there specific deadlines for each college, division or department?
  - ITLS recommends discussing your DFS file structure and deadlines with the Project Manager, Lydia Levine ([lydialevine@creighton.edu](mailto:lydialevine@creighton.edu)) to assist in creating your own transition plan.
- What should I do to prepare for moving my data off Albatross?
  - First, review your data. Now is the time to reorganize! Do some spring cleaning on your files and delete anything that is no longer useful to the organization. Files that have not been opened in the last 3+ years are candidates for removal. Delete them now to save time when moving your data later.
  - Review [Decluttering your Data](#) for more strategies on how to begin a clean-up of your files.

- What should I do to prepare for moving my data to a DFS secure site?
  - Consider the directory structure you are using today and how you want it to look on DFS. Now is the time to reorganize!
  - When you meet with the Project Manager, Lydia Levine, she will provide a worksheet to help you plan out your folder structure and permissions.
- How long is data kept and what happens when an individual or group is no longer associated with Creighton?
  - Files backed up on DFS are available for 60 days after deletion.
  - OneDrive and Sharepoint provide limited recovery options for deleted files.
  - Files on OneDrive will be deleted by Microsoft after when an individual is no longer an employee or enrolled student of the University.
- Who will be responsible for managing the new storage structure?
  - Individual departments will be responsible for managing their own folders and files.

## Choosing a Storage Option

- What storage options are available for confidential data requiring security?
  - The secure replacement for Albatross, Distributed File System (DFS) has many capabilities and options to protect confidential data. (See File / Data Storage Location, Features, and Uses chart below.)
- What storage options are available for public data that does not require higher levels of security?
  - Data that is accessible to the public can be on a web page. SharePoint and OneDrive are options for storing non-sensitive files. (See File / Data Storage Location, Features, and Uses chart below.)
- I currently have a have a database on Albatross. What should I do?
  - It depends on the type of database. Access databases should be run locally, **not** on a shared network location. The database may also need to be converted to an appropriate database type such as SQL. For help determining the appropriate action for your database, please contact the Project Manager, Lydia Levine by email at [LydiaLevine@creighton.edu](mailto:LydiaLevine@creighton.edu)
- Where do I move the applications that I have on Albatross?
  - Applications will need to be addressed on a case-by-case basis, but essentially should not be run from a network file share location. For help determining options for your application, please contact the Project Manager by email at [LydiaLevine@creighton.edu](mailto:LydiaLevine@creighton.edu).

- What should I do with non-work data that is on Albatross (e.g. personal pictures, videos, documents)?
  - Creighton resources are provided for business use only. All personal data should not be stored on Creighton owned devices or on network shared storage. A brief review of data on Albatross has revealed multiple personal files including iTunes libraries, wedding photos, and vacation pictures. These should be moved to personal storage as soon as possible to improve Albatross performance and backup efficiency.
- What are the ramifications if I choose to keep my data only on my local device?
  - Data on your local device is unprotected and subject to loss in the event of a hardware failure. In some cases, data stored on local devices may violate university policies, laws and regulations.

### Storage Option Details

- What is DFS and how does it work?
  - Unlike Albatross, DFS technology uses as many servers as needed (distributed) to provide quick and reliable access to University information.
- What is OneDrive and how does it work?
  - OneDrive is a Microsoft storage option like DropBox or Google Drive. It is intended to be used for storage of an individual's files. One Drive is not recommended for confidential data or long-term storage.
- What is SharePoint and how does it work?
  - SharePoint is a web-based portal with multiple functions. Its primary purpose is hosting data that requires collaboration. It is not necessarily a good place to move shared files and has some limitations that are not present in DFS. Sharepoint is not recommended for confidential data storage.
- Are there storage limitations for DFS?
  - DFS is limited to the amount of storage available on our storage area network. SharePoint and OneDrive are limited to 1 TB.
- How will read and write access rights be setup for Public and Private DFS folders?
  - DFS allows for distributed administration of folder access rights. Currently, the departments that are using DFS have designated one or more individuals to manage access.
- Will the individual data storage in DFS be segregated from the rest of campus?
  - Unlike Albatross where you can see the folder structure for the entire server, DFS only provides visibility for those folders that you have access to.

- Can I choose to share our data with other work groups in DFS?
  - The best practice model for multiple groups accessing files is to create a new folder on DFS specifically for that purpose with restricted access to only those that have need. Sharepoint' s collaboration tools make it a good alternative for sharing stored data.
- How will a DFS folder and file sharing work for external (non-Creighton) users?
  - The DFS file structure will NOT be available to non-Creighton users. You must use an alternate location (e.g. SharePoint, OneDrive) to provide access to those individuals.

### Support

- Will ITLS provide demonstrations to help us understand how DFS works and best practice for moving data?
  - Yes. More information will be available as timelines for moving data are established.
- What type of support will be provided to me to setup and manage the DFS storage option?
  - Your local department CSA will:
    - help you review existing data, create a very flat directory structure, and discuss security groups for directory access.
    - train key individuals in the departments to transfer data to the new location.
  - Although your local CSA can assist, the department is ultimately responsible for organizing and categorize their data and moving it to the new directory structure.
- What type of support will be provided for me to setup and manage the OneDrive storage option?
  - More information on how to setup and utilize OneDrive file storage is located at <https://support.office.com/onedrive>
- Is there any cost to the department to recover/retrieve data/media?
  - No, not at this time.
- Will the Division of Information Technology and Library Services continue to support backup and recovery of data that only resides on the local device?
  - ITLS has never supported backup or recovery of data on local devices.
- Are there tools available for me to complete a bulk download and data transfer?
  - There are no tools to automate the transfer of data. This is an opportunity to review, organize and possibly purge old unused/unneeded data.
- How do I get help from ITLS to move my data off Albatross?
  - For assistance, please contact the Project Manager, Lydia Levine ([LydiaLevine@creighton.edu](mailto:LydiaLevine@creighton.edu)).

## File / Data Storage Location, Features, and Uses

File Storage Location	Best for: Individual / Group	Use for Confidential Information	Auto Backup	Features	How to Set Up
One Drive	I	N	N	<ul style="list-style-type: none"> <li>Free cloud storage</li> <li>Can share a file externally (up to 90 days)</li> <li>recovery of deleted data for 30 days</li> </ul>	Automatic (If help syncing to your computer, contact <a href="#">myIT</a> )
Creighton owned computer	I	N	N	<ul style="list-style-type: none"> <li>Personal file structure</li> <li>Manual data backup</li> </ul>	<a href="#">myIT</a> coordinates
Sharepoint Personal Site	I	N	N	<ul style="list-style-type: none"> <li>recovery of deleted data for 30 days</li> </ul>	Self-created
Distributed File System (DFS)	G	Y	Y	<ul style="list-style-type: none"> <li>Secure, local support,</li> <li>Managed by a group so not affected when someone leaves</li> </ul>	Must be requested at <a href="#">myIT.creighton.edu</a>
Sharepoint Team Site	G	N	N	<ul style="list-style-type: none"> <li>Managed by a group, so not affected when someone leaves</li> <li>recovery of deleted data for 30 days</li> </ul>	Must be requested at <a href="#">myIT.creighton.edu</a>
Office 365 Group	G	N	N	<ul style="list-style-type: none"> <li>Group email address</li> <li>Shared files</li> <li>recovery of deleted data for 30 days</li> </ul>	<a href="#">Office 365 Support</a>

\*If you are still unsure, where to store specific types of data, please contact your local CSA. – Also watch for announcements in “Creighton Today” for campus-wide lunch and learns.