What type of online storage is available for faculty and staff at The Graduate Center?

Effective: June 26, 2017
Last Updated: September 7, 2018

This FAQ contains a description of the different types of storage available and when to use it.

The S: drive - File Storage on the GC Network

The S: drive (\workspaces.gc.cuny.edu\groupwork) is an appropriate alternative for sharing documents and other data within your department. Employees of multiple departments and cross-department groups can access shared network folders on the S: drive for which you have been granted permission. Files stored on the S: drive are backed up daily to prevent data loss. You can self-restore recently deleted files as well as recent prior versions of files. Five hundred (500) GB of content may be stored. If you have further questions about using the S: drive, you may reach IT services via e-mail at ITServices@gc.cuny.edu.

The R: drive - File Storage on the GC Network

The R: drive is similar to the S: drive but more secure and is best-suited for confidential or personally identifiable information (PII), for example, social security numbers, student grades, credit cards numbers, etc. Each department has a responsible administrator who can grant access to the department’s shared network folders. You can self-restore recently deleted files as well as recent prior versions of files. Five Hundred (500) GB of content may be stored. If you have further questions about using the R: drive, you may reach IT Services via e-mail at ITServices@gc.cuny.edu.

Microsoft Office 365 for Education (for Faculty and Staff) – OneDrive for Business

OneDrive for Business is the faculty and staff online storage space in the cloud. You can use it to store your files across multiple devices, share your files with colleagues and students, and edit documents together in real time. OneDrive for Business is similar to other cloud storage options such as Dropbox and Google Drive, but is the only cloud storage solution currently licensed by the University. Other solutions are also being considered. For more information on how to use OneDrive for Business specifically, go to the OneDrive for Business FAQ page.

GC Collaborate – Web based departmental storage (Powered by SharePoint)

GC Collaborate is a new solution for group collaboration that is designed specifically for organizational units and departmental needs. The benefits are as follows: Your documents accessible wherever, whenever—documents stored in your dept/group GC Collaborate space are available to you at the GC and outside the GC, makes it easier to communicate & collaborate—GC Collaborate streamlines and simplifies these processes with the ability to create sub-sites geared towards your particular project with only those folks who need to be involved, Seamless knowledge transfer—GC Collaborate allows you to easily search for documents you need, instantly share documents with fellow co-workers and provide you with real-time notifications when documents you follow have been updated.
To truly understand the value and functionality of your department GC Collaborate portal (Powered by SharePoint), IT has launched a platform for your department to start utilizing and developing solutions to your document & file management needs, project collaboration and workflow automation capabilities. Please refer to the IT FAQ under Documentation Management systems for guidance and tips.

## Comparative Table of Storage Options

<table>
<thead>
<tr>
<th></th>
<th>S: Drive</th>
<th>R: Drive</th>
<th>Microsoft Office 365 for Education - OneDrive</th>
<th>GC Collaborate (SharePoint)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Appropriate Use</strong></td>
<td>Sharing documents with staff in your department. Recommended for research data to be processed by a group with desktop software or software available via Remote Computing.</td>
<td>The R: drive is similar to the S: drive but more secure and is best-suited for confidential or personally identifiable information (PII), for example, social security numbers, student grades, credit cards numbers, etc.</td>
<td>Personal use only. Data does not need to be shared.</td>
<td>Similar to S but accessible online from any location and provides other features through add-ons and plug-ins. Made for team projects and real-time collaboration.</td>
</tr>
<tr>
<td><strong>Quota</strong></td>
<td>500 GB</td>
<td>500 GB</td>
<td>1TB</td>
<td>50GB</td>
</tr>
<tr>
<td><strong>Who changes access permissions? (e.g. for a student now working in our office)</strong></td>
<td>Department heads &amp; APOs submit IT Services requests. IT makes changes.</td>
<td>Each department has a responsible administrator who can grant access to the department’s shared network folders.</td>
<td>Not applicable</td>
<td>Site Owner (Usually Department heads or designated administrator)</td>
</tr>
<tr>
<td><strong>Speed</strong></td>
<td>Fast</td>
<td>Fast</td>
<td>Fast</td>
<td>Fast</td>
</tr>
<tr>
<td><strong>Versioning (access to prior versions)</strong></td>
<td>Volume shadow copy</td>
<td>None</td>
<td>Yes, user determined</td>
<td>Yes, site owner determined</td>
</tr>
<tr>
<td><strong>Self-restore</strong></td>
<td>Volume shadow copy</td>
<td>None</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Backups kept for</strong></td>
<td>28 days</td>
<td>28 days</td>
<td>The organizational wide retention policy is set for 730 days.</td>
<td>Items in the recycle bin will be automatically deleted and sent to the second-stage recycle bin after 30 days. Items in the second-stage recycle bin will be permanently deleted after 50 days.</td>
</tr>
<tr>
<td><strong>Offsite Tape Backups</strong></td>
<td>Weekly</td>
<td>Monthly</td>
<td>Not applicable</td>
<td>Monthly</td>
</tr>
</tbody>
</table>