



T-drive Usage Policy



Policy A-IC-31

June 19, 2014

Purpose: To establish guidelines for usage of the network share, hereafter known as the T-drive. The T-drive provides a means for backing up data and a location for the physical storage of files. The T-drive provides a mechanism for security in terms of, “Who has access to what?” The capability for group work on a file of any size is made available by the T-drive.

Policy: All employees will receive training on the T-drive concerning these topics; general purpose, security, naming, maintenance and ownership. New hires will receive the training as part of their orientation.

Procedure: The attachment, Form A-IC-31 (A), is the T-drive Usage Guidelines document containing specific information as to why, when, and how to use the T-drive. Form A-IC-31 (A) can be found by logging on a computer and clicking the T-drive icon. The user will then see three folders, one of which is named “Instructions.” The Instructions folder will contain Form A-IC-31 (A), a flow chart showing how to access the T-drive, and a site map of the T-drive. These documents will be reviewed annually and updated as necessary

District Director

Date

Chairperson, Three Rivers District Board of Health

Date