

CPS Data Management
To maintain efficient use of district resources
Student and Employee File Size Limits and Deletion
Schedule:

Please Note: All Employee and Student files on all CPS network drives are recoverable for up to 60 days.

Employee Google Drive File Size: Unlimited.

Note: Employee home directory file size is limited to 5 GB. When limit is exceeded, employee will receive a CPS branded notification.

Email Disabled: CPS email will be available until your employee record is disabled by HR and Payroll.

Email Mailbox Size Limit for Employees: 2 GB. When limit is exceeded, employee will receive a CPS branded notification.

Email Retention Term for Employees: 1 Year, except for administrative positions designated and mandated by the Missouri Secretary of State's office for longer retention.

School Share Drive Files – Deleted annually, July 15th

Google Drive – Not deleted annually; removed 180 days after employee separation, 120 days after student separation. Storage is unlimited.

OneDrive - Not deleted annually; removed 180 days after employee separation, 120 days after student separation.
1 TB of storage.

Windows Devices – CPS owned Windows devices that do not connect to our network within 120 days are removed from our network records. The device will remain in our asset tracking system.

**Deletion of Data for Employee Separations or Annual Maintenance:
All dates are based on BusinessPlus last day worked date
Account is disabled immediately following your last day worked. Save files
before your last day.**

Student Teachers – All files deleted between May 15th and May 31st.

Other CPS Partners – Disabled June 15th, then all files deleted September 15th.

EduStaff Substitutes – Upon separation from EduStaff, held in disabled status for 180 days then all files deleted.

Mid-year Inactive Employees and Retirees – Upon notification from Business Services, hold the account in disabled status for 180 days, then all files deleted.

Active Students – Personal drive files stored in-district deleted annually, July 15th. Email and all cloud storage:
maintained so long as student maintains active status in district.

Inactive Students – Inactive students are held in disabled status for 120 days then files and email will be deleted.

Summer School Only Students – All accounts and files deleted annually, July 15th.

Graduates – All accounts (including CPS Google Drive) deleted annually, September 1st.

Student Restrictions – All student restrictions will be lifted annually, July 15th.

Accounts in disabled status can only be accessed by Technology Services.

Prior to leaving, you can use Google Takeout for items on your Google Drive.

NOTE: All Files = School Share Drive, Google Drive, and OneDrive.