

CPS Data Management

Employees:

- Microsoft Onedrive
 - Default Size limit: 1TB¹
 - Access Removed: At separation
 - It is recommended that employees move documents that will be needed after their separation to a *shared* Onedrive location. Content can be manually transferred out.
 - Deleted file recovery: 30-day basic recovery, 90 days restore

- Google Drive
 - Default Size limit: 300GB²
 - Access Removed: At separation.
 - It is recommended that employees move documents that will be needed after their separation to a *shared* google drive. Content can be transferred out via [Google Takeout](#)
 - Deleted file recovery: 30-day trash, 20 days restore (after trash, or if directly)

- (Legacy) Employee Home Directory (H: drive)
 - Exists for employees created before Summer 2020³
 - Default Size limit: 5GB
 - Users should receive a CPS-branded notification when this limit is reached.
 - Access Removed: At separation.
 - It is recommended that employees move documents that will be needed after their separation to a *shared* school drive. Content can be manually transferred out.
 - Deleted file recovery: 60 days

- School Share Drive Files (Often G:)
 - Deleted annually, July 15th

- Email (Microsoft Outlook)
 - Default Size limit: 50GB
 - Users should receive a CPS-branded notification when this limit is reached
 - Access Removed: At separation.
 - Retention: 1 year, except for administrative positions designated and mandated by the Missouri Secretary of State's office for longer retention.

- Note: This includes student teachers, edustaff substitutes, and other CPS partners.

¹ Can be expanded up to 5TB per user

² Can be expanded on request - entire organization has a total volume allowed of 124TB

³ A number of employees who started AFTER this date have this legacy mapping.



Students:

- Microsoft Onedrive
 - Default Size limit: 1TB⁴
 - Access Removed: At separation
 - It is recommended that students move documents that will be needed after their separation to a *shared* Onedrive location. Content can be manually transferred out.
 - Deleted file recovery: 30-day basic recovery, 93 days restore

- Google Drive
 - Default Size limit:: 100GB⁵
 - Access Removed: At separation **or** annually on September 1 for previous year's graduates.
 - Content can be transferred out via [Google Takeout](#)
 - Deleted file recovery: 30-day trash, 25 days restore (after trash, or if directly)

- School Personal Drive Files (H:)
 - Deleted annually, July 15th
 - Inactive students files will be deleted 120 days after separation.
 - *These drive allocations only exist for some students and are being considered for removal*

- School Share Drive Files (Often G:)
 - Deleted annually, July 15th

- Email (Microsoft Outlook)
 - Default Size limit: 100GB
 - Users should receive a CPS-branded notification when this limit is reached.
 - Retention: 1 year.

⁴ Can be expanded up to 5TB per user

⁵ Can be expanded on request - entire organization has a total volume allowed of 124TB



Windows Devices

- CPS owned Windows devices that do not connect to our network within 120 days may be deleted from network resource records. This will prevent them from connecting and accessing local resources. These devices will remain in our asset tracking system.
- Student 1To1 Devices are deleted for reimaging annually, July 15th
- Employee and shared devices need to be updated annually.

Student Restrictions:

- All student restrictions will be lifted annually, July 15th.

Notes:

- All dates are based on BusinessPlus last day worked date
- Employee accounts are disabled immediately following last day worked.
- Accounts in disabled status can only be accessed by Technology Services.
- Prior to leaving, users can use Google Takeout for items on your Google Drive. Shared Google files should be moved to a Shared folder.
- Save files before your last day.