



WHAT GOES WHERE?

Personal Computer

All personal pictures, videos, or anything else not CSN related



OneDrive via CSN EMAIL

- Any files you want to store
- Personally Identifiable Information (PII)* is strongly discouraged
- OTS is not able to retrieve accidentally deleted files

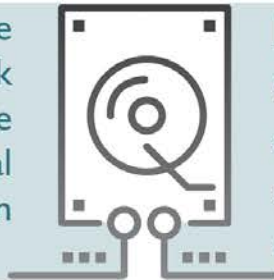


canvas

Course-related items should be in Canvas

H: Drive (Personal)

Work related files like tenure applications, and other work related items needed while employed at CSN. Personal files should not be stored on your H drive.



J: Drive (Departmental)

Files to be shared with your team like departmental fliers and handouts, meeting notes and documents that require department specific access.

TRASH



Old files or documents that are no longer needed or to be retained per the NSHE Retention schedule
<https://nshe.nevada.edu/administration/legal-affairs/records-retention-schedule-training/>

See the CSN Acceptable Use policy for more details: www.csn.edu/aup

*PII includes: Name, Social Security number, full and truncated; Driver's license and other government ID numbers; gender, race/ethnicity; birthdate, etc.