

Data Clean-Up: Storage Drives (C:, H:, S:, Q:, and more!)

Last Modified on 07/27/2022 11:57 am EDT

This article reviews general tips and guidelines to cleaning up your various storage drives -- whether they be local (e.g., on your computer) or on the network!

See also:

- [Data Storage Handling Guidelines](#)
- [Data Handling Policy](#)

Storage drives overview

- **Personal files** are not permitted to be stored on any College storage drive.
- **Sensitive files** (e.g., Personally Identifiable Information, FERPA-protected data) must be stored on a drive per the [College's Data Storage Handling guidelines](#).

Name of Drive	Access	Primary Use
Local Drive (C:)	Varies	Operating System, applications , and temporary documents
Home Drive (H:)	You	Day-to-day storage of documents and backups
Departmental Drives (S:)	Your department	Shared and commonly accessed College documents and procedures
PeopleSoft (Q:)	Various departments	BIONIC and PeopleSoft data
Other Drives (O:, R:, etc.)	Varies	Varies

Know where to look

Windows 

Tips for before you begin

- Think twice, delete once
- Create a "to delete" folder if you're hesitant
- Delete all P.I.I. (personally identifiable information)
- Identify files with unknown owners

Step 1: transfer files that do not belong

Follow the **Primary Use** column of the table above, along with the [College's Data Storage Handling guidelines](#), to determine where specific data belongs.

- **Make a backup:** [Learn how to safely back up](#)
- **Transfer your files to OneDrive?** [Make them accessible as shortcuts on your computer!](#)

Step 2: delete files that are no longer needed

LITS strongly recommends following the [College's Record Retention Policy](#).

Be sure to **discuss with your colleagues** when working in shared network drives such as the **S:** and **Q:**

- **Target large files:** [Learn how to sort files by size](#)
- Delete **older versions** of files
- Delete **duplicate** files
- Delete copied applications: [Learn how to sort files by type](#)

Step 3: data storage tips

- Keep a **consistent file naming** structure
 - YYYY-MM-DD_FileName
- Consider how you **organize folders**
- Consider the **importance** of a file
 - How often will you access it?
 - Can you access the information somewhere else?
 - Should the file be archived?
- Take a **LinkedIn Learning course** to better understand your computer
 - [Windows 10: Organizing Files and Folders](#)

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the [Help Desk](#)!

Phone: [610-526-7440](tel:610-526-7440)

Email: help@brynmawr.edu

Location: Canaday Library 1st Floor
