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| **Title** | Data Management |
| **Type** | Standard |
| **Related Policy** | Information Technology Protection |
| **Category** | Security |
| **Status** | Approved |
| **Approved** | 8/5/2012 |
| **To Be Reviewed** | 8/5/2015 |
| **Scope** | Applies to all data stored by the City of Albuquerque |
| **Standard** | 1. All users will have a limit of 5GB of data storage on shared and personal drives. Additional limits are to be requested by their manager or supervisor.
2. Files not access for over two (2) years may be archived. Archived data will be stored for two (2) years or longer if required by law.
3. File types may be restricted on file shares.
4. Data files over 100MB may be audited.

**Exceptions**ITSD will work with customers to identify data that does not  |
| **Rationale** | Data is growing by around 20% per year and an estimated that 50% of all data is never used after six (6) months of non-use. The cost to maintain and store “stale” data can be expensive. |