

IRF Data Saving Policy

1. Please save on the proper drive!
 - a. Typically, the designated folders are labeled "Data".
 - b. Do not save elsewhere (e.g. "my Documents" or "Desktop")
 - i. Files will not be backed up.
 - ii. You'll be contributing to filling up a smaller drive which will ruin someone's imaging session later.
 - c. If there is confusion, please confirm which folder to save in with IRF staff.
2. Proper Naming
 - a. When saving your data, please use the following naming format:
 - b. Data > (Lab Name) > (Your Name) > Date (Year/Month/Day) and Brief Description
 - c. Ex. Data > IRF > Worden > 24-1-1 How to Save Data
 - d. Data that is not saved properly will not be backed up.
3. Please aim to adhere to the same naming structure for your folders to reduce errors in data workflow.
4. We keep files from the current and previous calendar year.
 - a. We will provide a one-week last call at the start of the new calendar year for users to retrieve their old data. After that week, it will be deleted.
5. Be sure you have secured your data and don't rely on our drives as your only place of storage of your data.
6. In cases involving extremely large data files please bring your own external hard drive or thumb drive to promptly remove your data.
7. PLEASE NOTE: We will aim to keep as much data available on the local hard drives of all our acquisition PCs. In the event a hard drive becomes full, we reserve the right to delete data from earlier time to free up space. We will notify the users to make sure the lab/user has the data secured prior to deletion.



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