

Bay Server: Quota Exceptions Worksheet For Department Folders

Bay Dept. Foldername (e.g. Information Resources\USS): _____

- Why is extra storage space necessary? (Dept Project, databases, flyers, etc.)

- What will additional storage space be used for? (PPT, JPEG, Web pages, etc.)

- How much additional storage space is requested?

- How long will additional storage be required?

30 Days End of Semester End of Academic Year Permanent

- How often will this data be accessed:

Daily Weekly Monthly

- Is this data accessed by multiple people?? If yes, who is the general audience that will be working with the data (staff, student staff, faculty, etc.).

Applicant Signature

Date

Department

Department Head Signature

(required signature signifies approval)

Director/Dean Signature

(required signature signifies approval)

INF Manager

(required signature signifies approval)

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