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UCR Information Technology Solutions <its@ucr.edu>

Reminder Re: Safeguarding Faculty Research Data in Google Workspace

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UCR Information Technology Solutions <its@ucr.edu>   Thu, Sep 5, 2024 at 4:17 PM
To: faculty@scotmail.ucr.edu

Key Takeaways

- **Faculty must take action by September 20, 2024**, to identify and secure important files shared with them by students and colleagues who have left UCR, as these files risk deletion due to changes to Google Workspace.
- A storage quota is now applied to alumni (individuals who obtained a degree from UCR) accounts 365 days from the date of the graduate's degree conferment. As a result of this change, qualifying alumni accounts risk being reset on September 20, 2024, if the account storage is over the applied limit.

Good Afternoon,

I am writing to inform faculty that, in keeping with UCR's storage reclamation efforts, the new storage quota for alumni was implemented on Tuesday. Over the course of the past few months, alumni have been advised to reduce their storage to 10 GB or less. Any alumni who remain over the quota on September 20, 2024, risk having their R'Mail account reset, an action that irrevocably deletes all data and email stored within the account.

As communicated previously (see attached letter), this has the potential to impact faculty who do not obtain ownership of important data shared with them by students. Specifically, it is important to note:

- Files and folders shared with faculty by students and colleagues who have left UCR are at risk of being removed if faculty don't make copies of the files to change ownership.

- Faculty need to act now to review Google Workspace files and folders, identifying any at-risk files. In particular, faculty are encouraged to review data in the "*Shared with me*" section of their Workspaces.

- To prevent data loss, faculty may make copies of desired files and save them to a *Shared Drive* they manage (recommended for data continuity) or to *My Drive*. Detailed instructions can be found in this Knowledge Base article.

- The removal of expired Google accounts has commenced. **Faculty must make copies of any data they do not currently "own" that they wish to keep (see below for explanation of ownership) by September 20, 2024, in order to preserve data. After this date, the recovery of such data will not be possible.**

Please refer to the attached letter for more detailed information and guidance on shared data.

As I wrote in my November 8 email last year, the need to adjust UCR's storage quotas is directly tied to Google and Microsoft's decision to move away from unlimited and low-cost online storage offerings (read more about it on the ITS website). UCR must be in compliance with the new campus-wide storage limitations by November 1, 2024. Storage reclamation and removal of ineligible Google accounts are some of the many steps we are taking now to ensure the campus meets this enforcement deadline.

I appreciate your continued support and collaboration as we navigate these changes together. If you have any questions about storage options, please contact ITS at (951) 827-4848 or submit a storage consultation request.

Sincerely,

Matthew Gunkel
Associate Vice Chancellor and Chief Information Officer
Information Technology Solutions
University of California, Riverside