	Technology Services Network Management Operations	SOP #	TS-NMO-006
		Revision #	
Page #	1 of 2	Implementation Date	August 27, 2015
SOP Owner	Nelda Hanzi	Last Reviewed/Update Date	August 27, 2015
SOP Name	Delete Global share	Approval	Greg Rhodes

Standard Operating Procedure

1. Purpose

The intent of this document is to define the purpose of the Global share and the process for deleting its contents before the start of a new school year.

2. Scope


The Global share is a non-managed space for employees to store, share, and modify information. Prior to the start of a new school year the space is purged. The Global\Curriculum and Instruction folder is used by curriculum coordinators to share information with all campuses. This area is an exception and is not purged from year-to-year.

3. Prerequisites

Approaching start of a new school year.

4. Responsibilities

NMO staff will delete the files and folders contained within the Global share. The Global\Curriculum and Instruction folder is not purged from year-to-year. Request for exceptions may be submitted and will be considered for retention.

	Technology Services Network Management Operations	SOP #	TS-NMO-006
		Revision #	
		Implementation Date	August 27, 2015
Page #	1 of 2	Last Reviewed/Update Date	August 27, 2015
SOP Owner	Nelda Hanzi	Approval	Greg Rhodes
SOP Name	Delete Global share		

5. Procedure

#		Responsibility
1	Announcement is sent out via email that the Global share will be deleted, giving the date and time the purge is to begin.	CCC
2	A verified backup is performed for the Global share.	NMO
3	Requested exceptions are reviewed for non-deletion.	NMO
4	Files and folders are deleted from the Global share.	NMO