

# Shawnee State University

Using Confidential Document Storage

# Confidential Document Storage

## Quick Start Guide

1. Review UIS “**Departmental Information Security Action Plan**” (<http://www.shawnee.edu/uis/is>)
2. Contact UIS Help Desk to arrange connection of your department’s computers to the assigned departmental share for confidential document storage.
3. Use the information in this document to help you plan the use of your department’s shared storage folders.
4. Move all documents containing confidential information from departmental office computer disk drives to the appropriate folder on your department’s shared storage server.

# Confidential Document Storage Benefits

- Improved Security
  - Additional access restriction versus local storage
  - Document access audit trail
- Improved Document Loss Prevention
  - Disaster Recovery protection provided by UIS Backup Systems

# Confidential Document Storage Usage Guidelines

- For business documents only
- Confidential documents required
- Eliminate duplicate document copies when possible
- Choose most restrictive storage folder that fits business need
- Not for 'My Documents' personal storage

# Confidential Document Storage Design

OurStorage (S:)



Staff Computer

OurStorage (S:)



Staff Computer

OurStorage (S:)



Staff Computer



Share Name

Staff Folders

Departmental

InterDepartmental

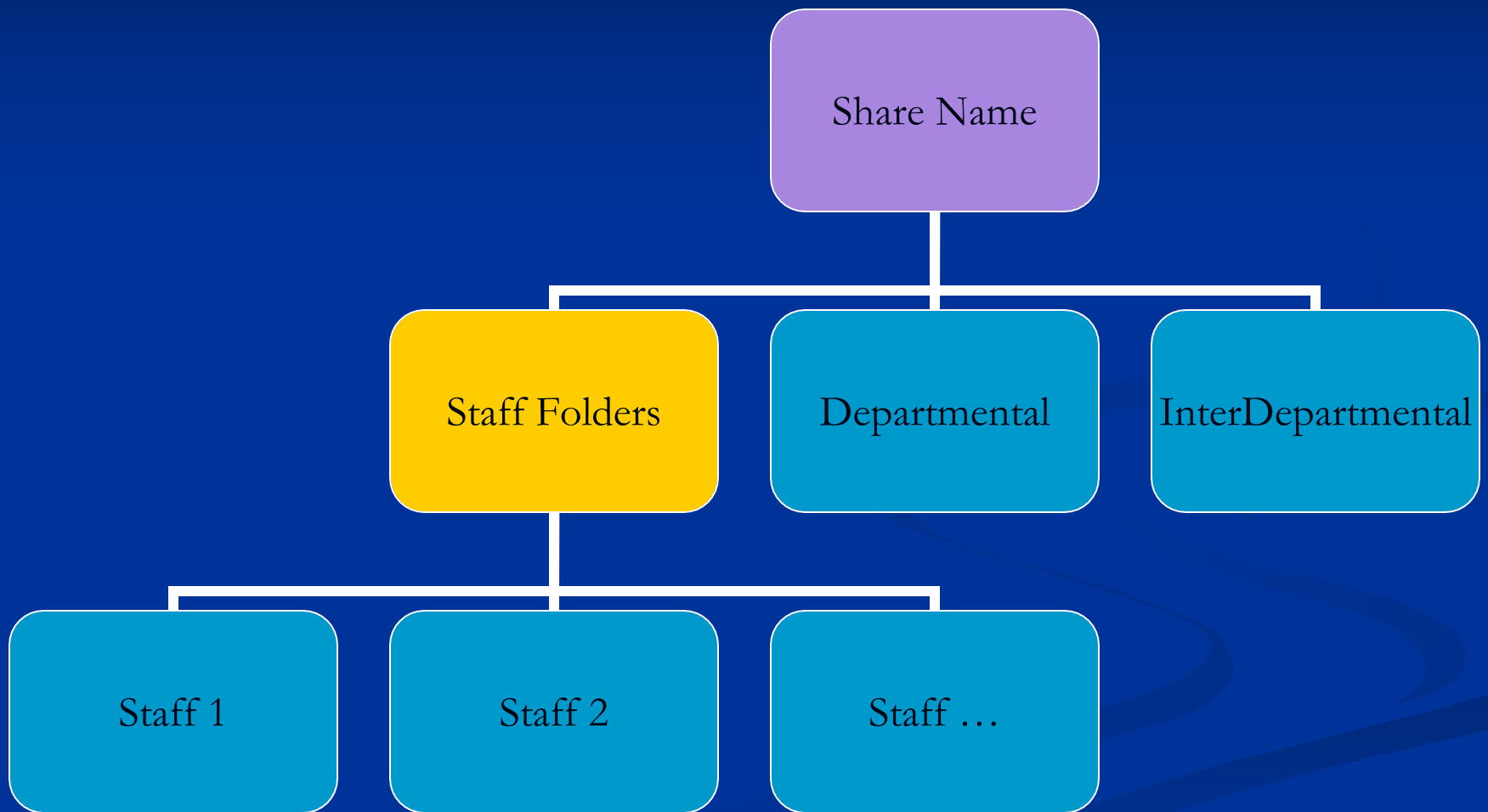
Staff 1

Staff 2

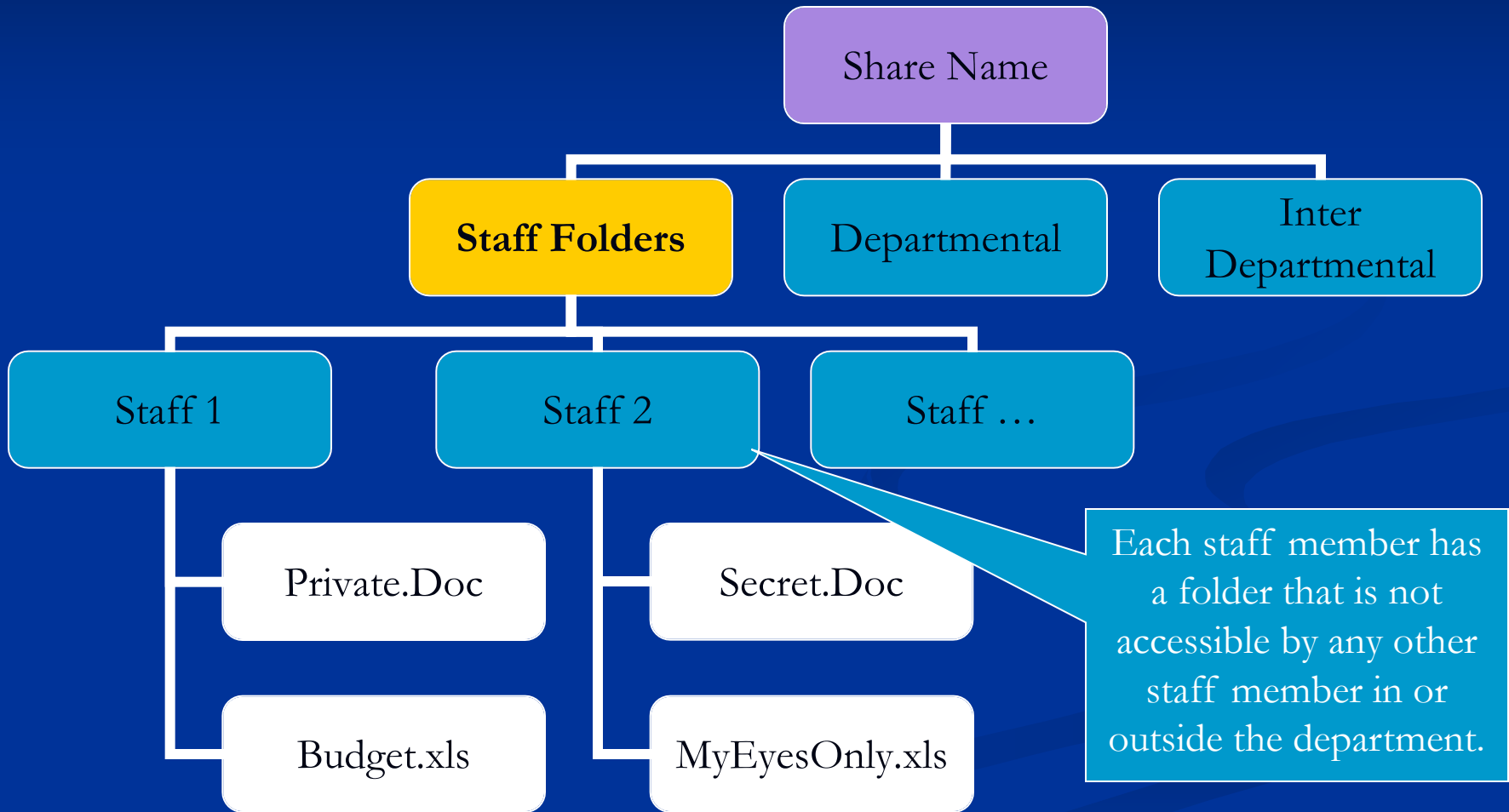
Staff ...

UIS connects your computer to a file storage server share name.

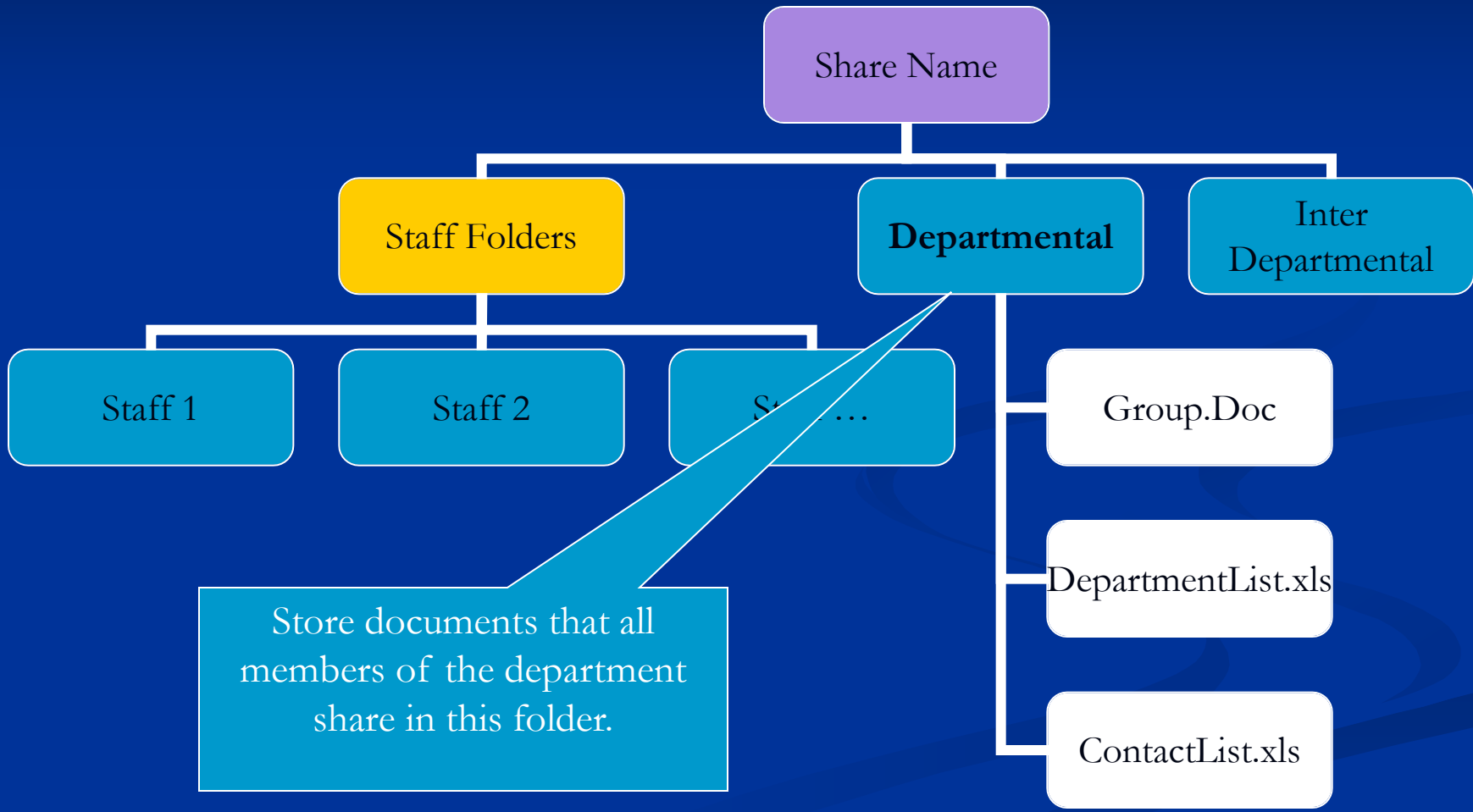
# Confidential Document Storage Folder Structure



# Confidential Document Storage Folder Usage



# Confidential Document Storage Folder Usage





# Confidential Document Storage Folder Usage

