



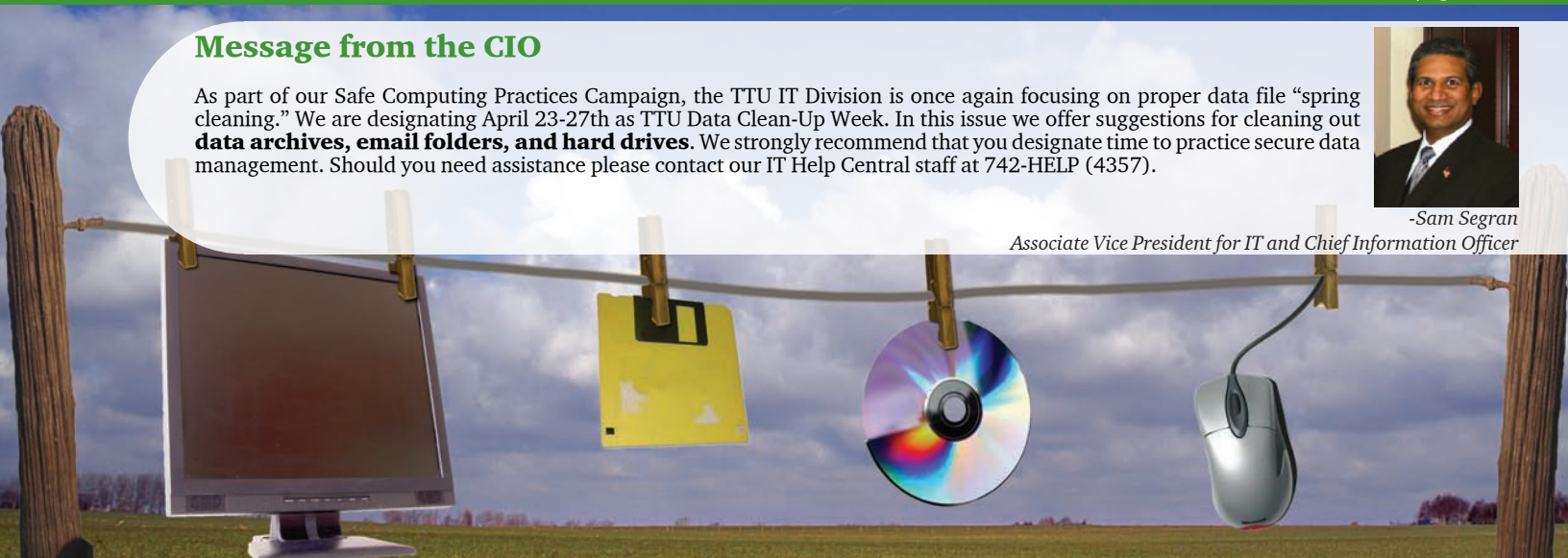
### Message from the CIO

As part of our Safe Computing Practices Campaign, the TTU IT Division is once again focusing on proper data file “spring cleaning.” We are designating April 23-27th as TTU Data Clean-Up Week. In this issue we offer suggestions for cleaning out **data archives, email folders, and hard drives**. We strongly recommend that you designate time to practice secure data management. Should you need assistance please contact our IT Help Central staff at 742-HELP (4357).



-Sam Segran

Associate Vice President for IT and Chief Information Officer



### Announcing the First Annual a Data Clean-Up Week

**TTU Data Clean-Up Week: Scrub, Delete, Destroy!**

...brought to you by the TTU Office of the CIO

**When:** Week of April 23-27, 2007

**What:** A week focusing on:

- Deleting old data files;
- Scanning your computer for confidential/sensitive data and removing as appropriate;
- Cleaning up email archives; and
- Reviewing personal and department data archives.
- Physically destroying old media that is no longer needed (for example floppy diskettes, CD's, USB's, external drives, etc.).

**Where:** Any TTU-owned IT equipment

### Spring Clean Your Email

It is important to periodically clean out your email inbox and folders. Practicing regular mailbox maintenance will help you stay organized and conserve storage space. As the dust blows in and encourages us to clean, now is the perfect time to start an email cleaning routine. We recommend the following regular routine:

- Delete old and unwanted emails;
- Empty the *Deleted Items* folder regularly;
  - Manually in Outlook: Go to “Tools;” and click on “Empty Deleted Items Folder”
  - Automatic in Outlook: Go to “Tools;” click on “Options;” click on “Other” tab; Check “Empty the Deleted Items folder upon exiting;” and
- Empty *Sent Items* and *Junk Email* folders regularly.



### Setting Up Your Archive

Archiving email is another important way to manage mailbox size. When you archive, your default Outlook folders (*Inbox, Calendar, Contacts, Deleted Items, Journal, Notes, Sent Items, and Tasks*) are stored in a file on your local hard drive (.pst file). Instructions for setting up a personal folder can be found at <http://www.helpdesk.ttu.edu/directions/2003-pst.php>.

Suggestions for managing your personal folder:

- Develop an easy naming system for your .pst files to identify the contents. For example “Inbox\_Folders-2007;”
- Save .pst files in *My Documents* or another easily found folder; and
- Ensure that a copy of the .pst is copied to a CD, DVD, or backed up to a server.

AutoArchiving is another useful mailbox management tool. To setup AutoArchiving, select “Tools” on the pull-down menu and click on the “Options” button. You will find “AutoArchive” under the “Other” tab. For more detailed instructions on setting up AutoArchiving please visit [http://www.helpdesk.ttu.edu/directions/XP\\_autoarchive.php](http://www.helpdesk.ttu.edu/directions/XP_autoarchive.php).

We recommend the following archive settings in Outlook:

- Run AutoArchive every 7 days;
- Deselect “Prompt before AutoArchive runs” and “Delete expired items (email folders only);”
- Select “Archive or delete old items” and “Delete expired items (email folders only);” and
- Clean out items older than 2 Weeks.

If you do not wish to archive a specific folder, right-click on the folder in the *Folder List*, choose “Properties;” “AutoArchive” tab, and choose “Do not archive items in this folder.” Repeat the process for each folder that you do not want to archive.

### Managing Your Archives

- Separate archives by year and keep the current year active;
- Archive your messages before leaving for vacation and extended university holidays. To do this go to “File;” “Archive;” select “Archive all folders according to their AutoArchive settings;” and click “OK;”
- If your mailbox continues to fill, increase the frequency for running AutoArchive and/or decrease the time frame to clean out items; and
- Manually archive large email messages with attachments by dragging the item to your current *Personal Folder*.

You can view your mailbox size on the server by clicking on “Go” in the menu, click on “Folder List;” then in the folder list click on “Folder Sizes.” Compare total size (including subfolders) to your storage limit by dividing the size in kilobytes (kb) by 1000. You can locate your storage limit by logging into <http://eraider.ttu.edu> and clicking on “TechMail.”



### TTU Techno Quiz



**Q:** Confidential TTU data should be stored (select all that apply):

- on a public web site
- on your home computer
- on a secure server at TOSM (Technology Operations and Systems Management)
- on a CD in your departmental office supply and storage area
- in your Outlook public folder
- encrypted in a secured folder on your work PC, which requires eRaider login to access

Answers on back.

For additional information on email archiving, please visit [http://www.helpdesk.ttu.edu/info/mail\\_maintenance.php](http://www.helpdesk.ttu.edu/info/mail_maintenance.php) or contact IT Help Central at (806)742-HELP (4357).

## Top Ten Reasons to Clean Out Old Data:

10. Easier than cleaning your office after a dust storm;
9. Less data to back up;
8. Less to share with hackers;
7. Prevent that angry memo you wrote from going public;
6. Easier transition to a new computer system;
5. Find and secure critical documents easier;
4. The next owner of your PC could take the term "eRaider" literally;
3. Less time required with men in black suits and sunglasses;
2. Makes our friends at Texas Tech Internal Audit happy;

**And the number one reason – (back by popular demand)**

**If you don't ... someone else will!**

## Best Practices for Electronic File Management

Just as you maintain papers and records within your home and office, managing your electronic files should be part of your regular routine. The TTU IT Division recommends the following steps to manage and maintain your digital files:

1. Move from floppy disks to optical media (e.g. CD or DVD). Floppy disks have a much shorter working life and smaller capacity than CD or DVD media;

2. Create folders to group similar files. Just as you label folders in your filing cabinet, putting similar items in a descriptive folder will help you find that important file when you really need it;
3. To help prevent data loss, schedule regular backups of all critical data either to a separate hard drive or to CD/DVD;
4. If you keep multiple versions of a file or document, consider including the file creation or revision date in the file name. Using a file name such as "MyDocument\_Mar2007.doc" will allow you to quickly find the latest version of your document and delete older versions;
5. Before transferring ownership of a computer, a data scrubber should be run to remove all data from the hard drive. This will prevent others from accessing your data once the computer leaves your possession. For departments on campus, KillDisk is the recommended software for this operation. It can be installed and run by your IT support personnel;
6. Periodically review the files on your USB key and delete/archive outdated files;
7. **Delete those files that you no longer need.** Schedule a regular review of your external media and delete/destroy those items which are no longer needed; and
8. Before deleting any office records, verify with Operating Policy 10.10 (<http://www.depts.ttu.edu/opmanual/OP10.10.html>) that a copy does not need to be saved for archival records.

Following these simple steps can greatly improve your overall efficiency, as well as protect you from loss of critical data. For



assistance, contact your Network Site Coordinator or IT Help Central at **742-HELP** (4357).

At Texas Tech University, older PCs are frequently "passed down" to other employees or departments as newer ones are purchased to replace them. The Information Technology (IT) Division, with assistance from the TTU Operations Division, created RaiderPCMart (<http://www.raiderpcmart.ttu.edu>) to help both donating and receiving departments recycle PCs that are still usable. Unless the previous owner cleans the hard drive with a secure data erasure program, the data may be retrieved by the new owner. To ensure that all data is permanently erased from a hard drive, the TTU IT Division has site licensed the KillDisk utility, which is available for free of charge to NSCs. KillDisk rewrites every "bit" of information on hard drives or other media several times, making recovery of any data extremely difficult. For assistance removing the content from your system with KillDisk, please contact your Network Site Coordinator or IT Help Central (**742-HELP**). Note that all hard drives are securely erased prior to external surplus.

## Answers to TTU Techno Quiz

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