



## **Bioimaging Facility (BIF) Data Storage and Retention Policy**

1. BIF clients must store their data on the Home (H) Drive of the server. Each client has a limit of 100 GB to store their data on the H Drive.
2. Each BIF client is responsible for their own data. Due to the limited storage capacity of the server, data files more than 6 months old will be deleted automatically. BIF clients will receive the notification email from the server prior to the data deletion.
3. BIF clients can store some data on the equipment computers, but the equipment computers are not to be used for data storage. Images stored on the equipment computer may be deleted after your session.

The BIF strongly advises their clients to download their data from the server as soon as possible. The BIF is not responsible for any data stored in the H Drive and does not backup any user data.