



## **Kansas Health Policy Authority Operational Policy**

---

### **Title: Shared Drive, Permissible Uses & Standards**

**Number: POL-IT:2008-15**

**Effective date: May 12, 2008**

**Date Revised: None**

**Date of Annual Review: None**

**Authority: POL-EX:2006-01**

---

#### **CATEGORY**

Information Technology

#### **SUBJECT**

Shared drive, commonly referred to hereinafter as the **S** drive

#### **BACKGROUND**

The **S** drive, as part of the computer technology operated and maintained by Kansas Health Policy Authority is a valuable resource for KHPA employees. Reasonable limitations on the use of the **S** drive are necessary in order to maximize the efficiency and value of the technology. It is the intent to establish electronic file management policy which furthers sound business practices of KHPA. The following policy shall govern the use and maintenance of the **S** drive.

#### **POLICY STATEMENT**

The **S** drive, as operated and maintained by KHPA is a shared drive for employee use. It should be used when a project requires input from multiple employees, requires multiple edits or is of such a duration that an ongoing real-time file is necessary. Projects posted to the shared drive should be considered accessible from the standpoint that they are able to be viewed by other KHPA employees. If security/privacy is needed for a specific project, prior arrangements for such privacy should be made with the IT Security Officer. Under no circumstances should Protected Health Information (PHI) or Personally Identifiable Information (PII) be posted to the **S** drive unless there are adequate security measures in place prior to establishing the file.

The **S** drive is divided into a series of main folders. A listing of main folders is attached. The main folders correspond to the organizational chart for KHPA. Also included on the listing of main folders is the responsible party. The responsible party has overall responsibility for the size, quantity and age of files and folders residing within the main folder. Any KHPA employee may create a file or folder within the main folder

framework provided they are creating a file within the organizational framework where they are employed. For example, an individual employed in the Finance and Operations section of KHPA could not create a file in the Health Benefits main folder; however, that same employee would be able to access any file in the Health Benefits main folder.

All files created on the S drive will have a life expectancy. Life expectancy is determined by frequency of file use. Files will be reviewed on a 12 month basis and a file may expire if the file is not accessed.

Files which are accessed routinely may be archived and saved for a maximum period of six years.

If the frequency of use and subject matter warrant, a file may be labeled as reference and maintained indefinitely. In all cases, files will be clearly identified for ease of use.

In the event of litigation, any court order or discovery order will control over this policy.

**SPONSOR/CONTACT**

Chief Operations Officer