



S:\Drive Clean-up Schedule

GoTriangle has set up the Shared (S:\Drive) for general employee use. The S:\Drive was intended to be a **temporary holding** location for employee work files. Unfortunately, items are rarely removed and the size of this drive continues to grow at an enormous rate.

As a result, IT will **delete** the contents of the S:\Drive, including folders and subfolders, starting **January 8th 2021**. This clean-up process will take place on a scheduled **four month interval**, with the second clean-up taking place on **May 7th 2021**, etc.... (See schedule below)

Please take some time to review the shared drive before **January 8th 2021**. If you have any questions please contact the IT department at, ithelpdesk@gotriangle.org or by dialing Ext. 7444.

| Month | Drives to Clean-Up | Date |
|----------|--|-------------------------|
| 1 | S:\ (Shared Drive) Folders and Subfolders | January 8 2021 |
| 2 | S:\ (Shared Drive) Folders and Subfolders | May 7 2021 |
| 3 | S:\ (Shared Drive) Folders and Subfolders | September 3 2021 |
| 1 | S:\ (Shared Drive) Folders and Subfolders | January 7 2022 |
| 2 | S:\ (Shared Drive) Folders and Subfolders | May 6 2022 |
| 3 | S:\ (Shared Drive) Folders and Subfolders | September 2 2022 |
| 1 | S:\ (Shared Drive) Folders and Subfolders | January 6 2023 |
| 2 | S:\ (Shared Drive) Folders and Subfolders | May 5 2023 |
| 3 | S:\ (Shared Drive) Folders and Subfolders | September 1 2023 |
| 1 | S:\ (Shared Drive) Folders and Subfolders | January 5 2024 |
| 2 | S:\ (Shared Drive) Folders and Subfolders | May 3 2024 |
| 3 | S:\ (Shared Drive) Folders and Subfolders | September 6 2024 |