



CITY OF WARWICK  
DIVISION OF PERSONNEL  
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## Memorandum

**To:** All Employees With Access to City Computers  
**From:** Oscar K. Shelton  
**Date:** February 21, 2012  
**Re:** Storage of Personal Photos and Other Files on City Computers

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Please be advised that the MIS Department performs daily backups of all employees' "My Documents" folders on at least a daily basis. Recently the number of personal files contained on Employees' City computers has increased dramatically and storage space on the City's computer servers is becoming greatly diminished as a result. Employees are required to remove all personal files from their City computers including family photos, music files, personal documents, spreadsheets, etc.

Furthermore, for those employees who retain all or most of their City emails, please be advised that these too, are stored on the City's servers. Employees are encouraged to move these emails from their Inbox to a Personal Folders file in Outlook. Once in a Personal Folder, these emails will be stored on each employee's local computer and will be backed up daily. For those of you needing assistance in setting up Personal Folders, or for removing personal files from their City computers, please contact John Perra at extension 6329. For any other questions or concerns, please contact me directly.

O.K.S.