



Applies to: Staff, Student Employees, Clients, OSC Affiliates

**Responsible Department**

**Client Services**

## POLICY

**Version:1.0**

Issued: 02/21/2022

This policy defines standards for utilization and maintenance of the home directory storage by OSC clients and staff.

### Purpose of the Policy

To define OSC procedures related to the home directory storage (including space creation, data ownership, data recovery and space reclamation), to maintain good performance of the home directory filesystem. The policy also specifies proper usage expectations for OSC clients.

### Definitions

Term	Definition
Disaster recovery	Provide the recovery of data stored in OSC's storage in the event of a natural disaster
Primary group	The default group that the operating system assigns to files that are created by the user
Archived user account	User account that has expired password for more than 18 months
Permanent deletion	Delete both the data and its backup
Archive	Move home directory data from disk to tape

### Policy Details

OSC provides a home directory for each user as good-performance and long-term storage space. OSC keeps both storage and backup data in the same physical location and does not provide disaster recovery services for users' data. Users should not use OSC as the only storage location for important data. Users are responsible for backing up their critical data to non-OSC storage resources.

Below defines the proper usage of home directory storage:

- I. Namespace of home directories will be consistent in the format of /users/<project-code>/<user-account>, where <project-code> is the primary group of the user and usually the first project when a user obtains OSC's user account:
  - a. All data is ultimately owned by the entity that executed a service agreement with OSC (typically the institution a client is employed by). OSC defers to any internal institutional





policy (common at academic institutions) that grants ownership of IP to individuals such as faculty, researchers or students.

- b. The Linux owner is defined as the user. The default permissions on a home directory allow full access by the owner only. The owner can change the permissions if needed.
  - c. For data that is shared between a number of users on a project, it is preferable to store the data in a project space instead of a home directory.
- II. Quota
- a. The quota includes both disk space and number of files. Each user has a quota of 500 gigabytes (GB) of storage and 1,000,000 files.
  - b. This quota cannot be changed.
  - c. User will not be able to write any data to the home directory unless the usage is below the quota limits.
- III. Data Backup
- a. All files in the home directories are backed up daily, with one copy written to tape.
  - b. The retention period is 90 days for any deleted/overwritten data.
  - c. OSC retains up to 14 versions for overwritten data; additional versions will be deleted in a chronological order.
- IV. Data Security
- a. OSC staff will not look at valid data stored in the home storage unless required to maintain proper system functionality or to support clients.
  - b. Protected data can't be stored in a home directory. Please refer to the protected data service page [1] if you need this service.
- V. Account Archival
- a. User account will be archived when it has an expired password for more than 18 months.
- VI. Billing
- a. There is no additional standalone cost of using OSC's home directory storage.

## Policy Procedure

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### Maintenance:

- I. Data deletion
- a. When data owner or institution explicitly requests the data deletion from the home directory storage, OSC staff will confirm the request and perform permanent deletion within 5 business days after the confirmation is received.
  - b. When protected data stored in a home directory is detected, OSC staff will inform the data owner and perform permanent deletion within 24 business hours.
- II. Account archival
- a. When the user account has an expired password for more than 18 months, it will be marked as "archived."
  - b. Data in the home directory will be moved to tape.





- III. Account un-archival
  - a. When the request is received and approved, OSC staff will restore the data from tape and mark the account active.

### Utilization of Service

- I. Request data recovery
  - a. Users may request restoration of deleted or changed files. Please contact OSC Help and include the following information:
    - i. OSC username
    - ii. Path(s) of directories/files that need recovery
    - iii. When the data was deleted/changed by user
    - iv. The data to be restored can be recovered following the terms defined in “Policy Details, III Data Backup”
  - b. User needs to work with OSC to ensure there is enough space in the home directory for the restored data when the restoration is performed.
- II. Request account un-archival
  - a. Only the account owner can request the account un-archival. Please contact OSC Help and include the following information:
    - i. OSC username
  - b. OSC staff will follow the terms defined in “Maintenance III. Account un-archival,” to restore the account.
- III. Request access to data in another user’s home directory
  - a. Users may request access to data in another user’s home directory, with the approval from the account owner.
  - b. OSC retains the right to determine whether the request will be fulfilled.

### Responsibilities

Position or Department	Responsibilities
HPC Systems	Monitor home directory storage and perform the space creation, data recovery, archival and deletion
Client Services	Communicate with OSC clients regarding home directory storage

### Resources

[1] Ohio Supercomputer Center Project Data Storage:  
[https://www.osc.edu/resources/protected\\_data\\_storage](https://www.osc.edu/resources/protected_data_storage)

### Contacts





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Subject	Department	Telephone	E-mail/URL
Policy questions	Client Services	1-800-686-6472	<a href="mailto:policy@osc.edu">policy@osc.edu</a>

### History

N/A

