



# MEMORANDUM



Series	Number	Originating Unit	Originating Date	Expiration Date
2013	33	OFC	February 28, 2013	N/A

Subject:

## Computer Performance Improvement

Recent performance issues on the network drives have necessitated that the Fire and EMS Information Technology (IT) Department perform an audit on the network drives. We will be investigating shared and home drives to identify the following:

- 1) home drives that have excessive non-work related files. These are most usually in the form of videos, music, or photos
- 2) shared drive files that have not been accessed in more than two years or significant instances of duplicate files

We are able to perform this assessment without directly accessing documents, but if a folder or file is noted as a large consumer of network storage, we will be in touch with the user or office to discuss possible solutions for reduction. Users are permitted to store personal documents in their home drives, but please be aware that by doing this, this data becomes property of the DC Government, and can be subject to a FOIA request.

This assessment is the first step in some exciting network improvements IT has been working on for some time.

Kenneth B. Ellerbe  
Fire & EMS Chief