

Storage Management Tip Sheet

The Storage Management Tip Sheet has been developed to provide you with tools and information to better manage storage utilization at your agency. Please contact your Customer Service Lead (CSL) if you have any questions.

This issue: *Identifying what types of files are consuming storage is a valuable exercise in beginning to reduce storage needs.*

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At a glance ...

- There are potential cost savings for agencies if the amount of storage used is reduced.
- Identify the owners of all data as well as the types of files taking up space.
- Use free tools and utilities already available to you to identify files.
- Develop storage mitigation strategies by creating business policies and routinely reviewing storage utilization.

Getting started...

Identify what is consuming storage at your agency

- File types – How much space is consumed by files that may or may not have valid business reasons (e.g., .jpeg, .mp3, .wma, .avi, .swf, .wmv, .exe)?
- Duplicate files – How much space is consumed by the same file and e-mail attachments sent to numerous individuals that is also saved to local disk?
- Large files – How much space is consumed by freeware applications from the Internet, versions and backups created by multiple users?
- Files that are archived – How long since the file was accessed?

Use free tools and utilities to help identify file types

- Many free tools exist on the Internet. An agency should review the credibility of the source of the tools prior to utilizing and follow appropriate change control procedures. Some good examples of tools are:
 - UltraSearch
 - FileList
 - Tree Size
- Use command line utilities to find file types:
 - UNIX: "find," "du -k," "df -k"
 - Windows: Explore and Search features

What you can expect next ...

1. Storage Management Tip Sheets on topics such as choosing the right storage tier, backups and disaster recovery
2. Invitations to attend meetings and webinars designed to provide guidance and practical how-to information
3. Updates at the next AITR meeting on Oct. 20, 2010.