



RCS Departmental Disk Space Request

Use this form to request disk space on the Rensselaer Computing System to be shared by a department for academic use; or to request a change in size, billing account, or file administrator of an existing departmental allotment. The file space will be created in the /dept directory. *(This form should not be used to change the quota on a home directory.)*

Departmental space is useful when you want files to be shared by a number of users but not tied to a specific user's account or for departmental pages in RPIInfo. For example, you might want a space to store files for use in large classes taught by a number of different faculty. The department chair will need to designate a file administrator, who will be responsible for creating subdirectories and permitting them appropriately.

The first 50 MB of disk space is free. Additional space costs 25 cents per MB per month for 50 to 100 MB, and 15 cents per MB per month for space above 100 MB.

When completed, this form should be returned to the VCC Help Desk. For new /dept space, confirmation will be sent via e-mail to the Rensselaer userid of the Departmental File Administrator entered below. The directory will also be permitted rlidwka (full access) to that userid. For a description of the commands to use for administering /dept space, please see memo RPI.114 "Sharing Files in RCS UNIX."

Date: _____

Department: _____

File Administrator: _____

RCS userid: _____

Request: Create new directory named _____
(e.g., /dept/math or /dept/ecse)

Change allocation for directory named _____

Change budget number for directory named _____

Delete existing directory named _____

Space Requested: _____ MB

Budget Number: _____

Funds approved by: _____

(Please print name.)

(Department Chair or Authorized Signature)