

Email Quota Increase Request

Department Name: _____ Employee Name: _____
Request Date: _____ Employee Email: _____
Employee Phone Number: _____

Why Student Affairs Maintains Email Quotas:

- To limit the liability associated with producing transitory information for Open Record Requests.
- To limit the time and administrative overhead associated with producing transitory information for Open Record Requests.
- To meet Recovery Time Objectives in the event of an email corruption or disaster.
- To reduce Outlook performance issues associated with large mailboxes.
- To ensure individual users are not causing system wide performance degradation for all email users.
- To better forecast system and budgetary growth needed to support email services.
- To align with peers on campus and industry standards.
- A 1GB mailbox = 7GB of data (1GB Active Database, 1GB Passive Database, 1 GB cached on client, 2GB onsite backups, 2GB offsite backups)
- To encourage proper use of email as a communication medium and not a conversation archival method or file storage medium.
- To be a good steward of State and Division monetary resources.

Business Reason for Email Quota Increase:

Describe the specific business reasons for increasing the mailbox quota an additional 1 Gigabyte.

I understand that increasing the mailbox size can directly and indirectly incur additional risks, expense, and liability to the Division of Student Affairs and Texas A&M University.

Director – Requesting Department - Printed Name

Signature

Date

Director – Department of IT - Printed Name
(Both Signatures Needed for Approval)

Signature

Date

DoIT Use Only: _____
Previous Quota Size New Quota Size Date Completed