Purchase of Network Attached Storage (NAS) Device
Resources Committee 2 December 2014

RECOMMENDED

(i)   that the Town Council purchases a Network Attached Storage Device at a cost of £474.00 from the company that provided the computer upgrades

(ii)   that the cost be met from budget 361/3 computer security / backup

(iii)   that off-site back is procured at a cost not exceeding 50p per gig stored.

Introduction

1. The Committee considered the purchase of a NAS device at its meeting on 21 October 2014 and requested Cllr Lawson and the Town Clerk to obtain more information and report back to the Committee. This report provides the additional information obtained.

Rational for purchasing NAS

2. Office 365 comes with 1 terabyte of storage per user, meaning that the ITC office should have access to 4 terabytes of online storage, which would far exceed the office storage requirement (~100 gigabytes); However there are limitations on the number of files & folders stored on the SharePoint & OneDrive – as described in the "small print".

3. The sync limits are 20,000 items in the OneDrive for Business library, including files and folders and 5,000 items in site libraries, including files and folders

4. The office currently stores 18,503 files & 1,289 folders (totalling 19792) electronic files which is close to the file limit. Without spending a considerable amount of time "pruning" the documents that are currently stored on the office "Y:" drive there is little that can be done to reduce the number of files.

5. Using OneDrive also introduces the issue that files can potentially be accessed by more than one user at a time; using a NAS would provide "File Locking" which would prevent this from happening, this shouldn't be a problem, however should be avoided if possible

Cloud Back-Up

6. In addition it is recommended that the NAS is backed up to an offsite storage location. The cost of back up to the cloud is approximately 50p per gig stored.

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