



Information Systems and Services
Technology Resource Center
CPO 2208, Berea, KY 40404
859.985.3343

bereabox organizational folder request

A bereabox organizational folder is designed for departments, organizations, or groups who require collaboration or sharing of information. This form must be completed and signed off by unit director, program chairs, or division chairs as the **sponsor** of the folder and submitted to Information Systems and Services prior to activation.

Bereabox organizational folders are reviewed annually to ensure that folders are being actively used. Non-compliant folders will be disabled and removed promptly. Please note that it is necessary to provide two (2) co-owners, and the requestor can be one of the co-owners.

Acknowledgement

As the requestor/co - owner of this folder, you acknowledge ownership of the folder and agree to comply with the terms presented in the "Berea College Computer Network Policy" as well as the "bereabox policy". You agree to:

- Accept all applicable Berea College Computer use and Network policies.
- Accept responsibility for information stored in the organizational folder.
- Utilize storage space carefully and securely.
- Accept full management of this folder.

Sponsor:

Name

Signature and Date

Organizational Folder Requested:

Requestor Name: _____

Folder Name: _____

Business need: _____

Co - Owner:

Name

Signature and Date

Co - Owner:

Name

Signature and Date