# Decision Tree: Is the Research File Service right for me?

**1. Are you a researcher?**

— No →

RFS is for research data storage only.

For storage of non-research data, please refer to other storage, such as OneDrive

— Yes →

**2. Have you discussed your needs with your local IT Support team?**

— No →

Please do discuss your research storage requirements with your local IT Support team before requesting RFS storage to ensure RFS is the most appropriate place for your research data.

Your IT Support team can discuss any risks involved and may offer alternative storage options for you to consider

— Yes →

**3. Are you looking to store live / active (hot) research data to be accessed frequently?**

— No →

Other storage is more suitable for warm or cold data, which may not be required to be accessed frequently.

Details of other services intended for purposes such as archives or backups can be found here: https://help.it.ox.ac.uk/storing-files

— Yes →

**4. Do you require between 100GB & 20TB of storage?**

— No →

If you need < 100GB of storage please consider OneDrive

If you need >20TB of storage, please discuss your needs with your local IT Support team, or rfs-help@it.ox.ac.uk

— Yes →

**5. Is all of your data public or internal (rather than confidential or sensitive)?**

— No →

Information Security have recommended that as there is no multi- factor authentication for SMB, only public and internal (non-confidential) files are stored in RFS.

Please refer to Information Security pages for further information on how to classify and handle University data securely

— Yes →

**You can request your RFS storage on Oxford Service Manager (OSM)**