

PROCEDURE FOR CABINET DATA ARCHIVE

NAME: Cabinet Data Archive and Safekeeping
ISSUING DEPARTMENT: Finance & Administration
ISSUED DATE: October 2007
REVIEWED DATE: December 2014
APPROVING AUTHORITY: President  #28
DATE REVISED: December 11, 2014

DEFINITION OF POLICY/PROCEDURE

A university policy is a rule that provides broad general guidelines on principles that govern the nature of how Mansfield University does business. A university policy, by definition, must apply to more than one office or division, and affects the operation or decision making across the institution. Departmental operating guidelines or "standard procedures" are not university policy.

PURPOSE

The purpose of this policy is to archive and safeguard all files and documents and preserve operational effectiveness by minimizing the loss of institutional records from each Cabinet member upon leaving the employ of Mansfield University.

SCOPE

This procedure concerns all Cabinet members.

FORMS

No form necessary.

RESPONSIBILITY

President's Office.

PROCEDURE

Upon separation of a Cabinet member from the university, Campus Technologies will perform the following tasks:

- The original hard drive will be retained in Campus Technologies
- The data on the original hard drive will be backed up to an external hard drive or USB drive. Alternatively, the data can be restored to special network share that would allow viewing for a time period up to one week.
- Purchase a replacement hard drive so that the machine may be placed back into service. Costs will be the responsibility of the appropriate Cabinet member's department.
- Provide new Cabinet member with the previous Cabinet member's documents via USB or external hard drive.

DISTRIBUTION

MU Policies/Procedures Directory will be distributed through the web and maintained by the staff of the designated offices.