



# Procedure for Cabinet Data Archive

NAME:	<b>Procedure for Cabinet Data Archive</b>
ISSUING DEPARTMENT:	<b>Finance &amp; Administration</b>
ISSUED DATE:	<b>October 2007</b>
REVIEWED DATE:	<b>November 26, 2019</b>
APPROVING AUTHORITY:	<b>President</b>
DATE REVISED:	<b>December 11, 2014</b>

## **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.

## **RESPONSIBILITY**

Office of the President

## **PROCEDURE**

Upon separation of a Cabinet member from Mansfield 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.

## **DISTRIBUTION**

This policy will be posted to the Policies and Procedures web page.