NAME: Preserving Data in a VP
Department/Changeover Policy

ISSUING DEPARTMENT: Campus Technologies
ISSUED DATE: September 21 2007
REVIEWED DATE: July 2011
APPROVING AUTHORITY: 
DATE REVISED: February 2009

DEFINITION
VPs make decisions for the institution that must be preserved and there are sometimes
disputes that last beyond a VP's tenure. Preserving data between changes of management is a
good practice.

PURPOSE
It is the intention of this policy to define the procedure of preserving data once a VP
leaves a department.

SCOPE
This procedure concerns all VPs and their department.

FORMS
N/A

RESPONSIBILITY
Campus Technologies

PROCEDURE
When a VP leaves, the data files from their hard drive are to be burned to a CD or DVD,
labeled, and delivered to the President's office. The hard drive itself is retained indefinitely by
C.T. in Network support. The cost of a replacement hard drive is charged to the budget of the
VP's division.

This practice will be in effect whether or not the VP leaves the institution. If the VP is
replaced, a copy of all files will be moved to a new hard drive for the VP replacement.

Rationale: Hard drives are inexpensive. VPs make decisions for the institution that must be
preserved and there are sometimes disputes that last beyond a VP's tenure. Preserving data
between changes of management is a good practice.

DISTRIBUTION
This policy will be distributed through the web and maintained by Campus Technologies.