

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.