

Department of Information Technology  
Data Archival Procedure  
Administrative Systems

Policy:

The Department of Information Technology will maintain all data backups of the administrative computer systems. This will include routine short-term daily backups, long-term calendar or semester-based backups, and state and federal required backups. The length of retention of the backups, as well as the eventual disposal of the backups, will be determined in conjunction with the departmental offices that are deemed to be responsible for the data in question. The specific types of backups are as follows:

1. Report-Period, Month-End, Quarter-End, Fiscal-Year-End, and Calendar-Year-End backups of payroll information
2. Report-Period, Month-End and Fiscal-Year-End backups of Accounts Payable information.
3. Report-Period, Month-End and Fiscal-Year-End backups of Financial Accounting information.
4. Calendar-Year-End and Fiscal-Year-End backups of student loan information.
5. Semester backups of student enrollment and headcount information.
6. Daily post-production backups.
7. System pack backups

PROCEDURE

WHO

Department of Information Technology

DOES WHAT

1. Communicates with the relevant department(s) to determine what data will be saved, when data will be saved, how long data will be retained, and media to be used.
2. Saves the data on the desired media. Notes the architecture used to save the data, the date the data is saved, and the retention time.

	3.	Arranges for storage of the data in an environment suitable for the media type. Reasonable consideration will be given for prevention of premature destruction of the media and data by a disastrous event such as a fire.
	4.	Prepares <u>Pending Destruction</u> sign-off form to notify the relevant department(s) and administrators 30 days prior to the expiration of the retention period of a set of saved data. The form is forwarded onto the relevant department(s) and Administrators for their review.
Relevant Department(s) and Administrators	1.	Review the Pending Destruction form. Make decision to allow destruction of saved data, or request that retention time of saved data be extended, and note the extension time if appropriate.
	2.	Sign-off the Pending Destruction form, and return it to the Information Technology department.
Department of Information Technology	1.	Either schedules data for destruction, or extends the retention period of saved data, based upon instructions received on the Pending Destruction form.
	2.	Notifies all non-relevant users of the campus community via e-mail 5 business days prior to the pending destruction of the saved data. E-mail notification should contain all pertinent information regarding the saved data, including the original save date, the media type and architecture, and the exact nature of the data.
Non-relevant Users	1.	Notifies the Department of Information Technology if there is a desire to retain the saved data, and provides a detailed explanation as to why data should be saved, and how it will be used.
Vice-President of the Department of Information Technology	1.	Reviews all requests from non-relevant users to retain saved data.
	2.	Retains final authority to grant or veto any request from a non-relevant user regarding saved data.
	3.	Maintains the Pending Destruction form on file.
Department of Information Technology	1.	If directed by the Vice President for Information Technology, extends the retention of the saved data.  Otherwise, completely erases the media that contains the saved data, or physically destroys the media, to ensure no privacy issues are compromised.

