
INFORMATION SYSTEMS DEPARTMENT PERSONAL COMPUTER
BACKUP PROCEDURE (ISD-P007)
Milford Public School District

1.0 SCOPE:

- 1.1 This procedure describes the process in which desktop files are backed up as a precautionary measure in the event a hard drive fails. This procedure is to be followed by all staff whose personal computers fall under the direction of the Information Systems Department.

The on-line version of the procedure is official. Therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Information Systems
- 2.2 Department Administrators
- 2.3 Department Heads

Authorized Signature on File

Signature _____

Date _____

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Information Systems

4.0 DEFINITIONS:

- 4.1 ISD – Information Systems Department
- 4.2 PC – Personal Computer

5.0 PROCEDURE:

- 5.1 The Hardware Support Specialist installs a short cut (icon) to the backup server on all PCs.
- 5.2 Backup training is conducted by an ISD staff member for the employee.
- 5.3 Each employee backs up their PC on a regularly scheduled basis. The backup must be performed at least once a week.
- 5.4 It is the responsibility of the Department Head/Administrator to inform all new employees of this procedure.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 None

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
None				

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision #:</u>	<u>Description of Revision:</u>
03/23/2006	A	Initial Release

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