Policy: Each department and each individual is responsible for backing up his/her own data. Keep the files in multiple locations as a safe guard against data loss. Keep two or three backup copies of your data. Programs do not need to be backed up, since they can usually be reinstalled. Copy the files to your Departmental Network Server, a CD-ROM or DVD Disk, or a local tape drive if it is available.

IS Department University Backup: Backups are not performed on local machines. The IS department only backs up information stored on University wide servers. The schedule for those backups is:
- Weekly on Tuesday, pickup for offsite.
- Tapes stored offsite for 6 weeks.
- Sent to Iron Mountain Data storage
- Daily, weekly, monthly and every six month backup snapshot are stored on site via on site storage

Procedure: Several Options are available

1. Copying your files to the departmental folder on the server.
   Each department has its own space on the file server. Copy the data from your local PC, under my Documents, to the Network drive. This shows up as drive letter F. It will look different than your local drive.

2. Copy your files to your personal user directory on the server
   (i.e.S://Public/Users/youruserid).

3. Using CDRom or DVD burner - purchase some CDs and use the local software installed for that disk drive to copy the data to the Disk for storage.

4. Backing up to a local tape drive – See the representative in your department who backs up your data and learn to use it.

Assistance with lost data - The IS department will assist departments in recovering lost data by sending the hard drive out for recovery at the department’s expense.