

**Agency Name**  
**Transit Policies and Procedures**

<b>Subject</b>	Computer Backup
<b>Section</b>	Recordkeeping
<b>Effective Date</b>	
<b>Approved By</b>	
<b>Approval Date</b>	

**Purpose**

Develop a procedure to regularly back up electronic data and recover it if needed.

**Procedure**

Prepare a written process to ensure that all electronic data is backed up daily for purposes of data recovery in the event of an electrical outage or computer crash. Employees responsible for computer data shall save all work any time they leave their computer and at the end of each shift. The Transit Director shall ensure that a full data backup is performed at least once a day. The data backup shall be stored on both the cloud and an external hard drive. The external hard drive shall be kept at the Agency office in a locked storage area.

**Responsibilities**

All employees are responsible for saving electronic data throughout the day. The Transit Director is responsible for ensuring that a full data backup is performed daily and that the external hard drive is stored in a secure location.