

# 202 Backup And Retention

## 202 BACKUP AND RETENTION

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### **202.1 Responsibility for Enforcing and Implementing Policy:**

The Director of Information Technology is responsible for creating, updating, and implementing this Policy.

### **202.2 Creating and Maintaining Backups:**

The Division of Information Technology will ensure that Backups of Electronic Records are maintained and purged in accordance with this Policy.

#### **Procedure:**

- A) Backup of Electronic Records shall occur at the end of each month (“Monthly Backup”).
- B) A Monthly Backup may be performed and maintained using a method and storage medium selected by the Division of Information Technology (including a medium other than the medium in which an Electronic Record was created).
- C) A Monthly Backup should be stored in a secure off-site location.
- D) Each Monthly Backup should be retained for at least three (3) years following its creation, with the caveat that a Monthly Backup for the month of December should be retained indefinitely.

### **202.3 Creating a Records Hold:**

A Records Hold is necessary following the initiation or anticipated initiation

of governmental or regulatory investigations and administrative or legal proceedings regarding the Archdiocese and/or its officers, directors, agents, or employees. In the event any employee learns of any proceeding or anticipates the initiation of a proceeding, he or she should immediately inform the Division Director, who should then immediately contact the Director of Information Technology and Archdiocesan Legal Counsel to initiate a Records Hold.