

<b>Title</b>	<b>Electronic File and Document Storage</b>
<b>Type</b>	Standard
<b>Related Policy</b>	<a href="#">Information Technology Protection</a>
<b>Category</b>	Security
<b>Status</b>	Approved
<b>Approved</b>	08/08/2008
<b>To Be Reviewed</b>	06/18/2017
<b>Scope</b>	Applies to all City information technology assets.
<b>Standard</b>	All user-generated electronic files and documents, as City records, shall be stored on City network-attached file servers configured for routine backup and recovery operations (e.g., on the X:\ drive). Files and documents shall not be stored on local personal computer disks (e.g., on the C:\ drive) or local removable media (e.g., CDs/DVDs, USB "thumb" drives).
<b>Rationale</b>	To ensure that City business objectives are met and the confidence of our citizens, customers, taxpayers, ratepayers and bondholders is maintained, all employees have a responsibility to protect information from unauthorized access, modification, disclosure, and destruction, whether accidental or intentional.