

Title	Electronic File and Document Storage
Type	Standard
Related Policy	Information Technology Protection
Category	Security
Status	Approved
Approved	08/08/2008
To Be Reviewed	06/18/2017
Scope	Applies to all City information technology assets.
Standard	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).
Rationale	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.