

**Employee Questions/Comments**  
2113-Information Services Data Backup

<b>Questions/Comments #1</b>	
Questions/Comments	<p>On the data backup procedure one change might be.</p> <ul style="list-style-type: none"><li>• End of month backups will be kept for a minimum of 6 2 months; and</li><li>• Daily backups of documents will be kept for a minimum of 4 2 weeks.</li></ul> <p>By adding "a minimum of" you give the IT department discretion to keep backup longer for special circumstances.</p> <p>Charles</p>
Response(s)	<p>That is true. What do I do to add it?</p> <p>Thank you, Michelle</p>