

File Storage, Backup, and Retention Policy

The Office of Educational Technology (OET) provides file storage, regular backups and file retention for College of Education and Human Development (CEHD) faculty, staff, and graduate students who store files on OET servers.

To prevent accidental deletion, corruption, and inaccessibility of documents, CEHD faculty, staff and graduate students are advised to store documents on the OET servers rather than local computer hard drives. The OET servers are available from both on- and off-campus.

Files on OET servers are backed up on a regular basis as follows:

Time Interval	Details
Daily	Twice daily, the server automatically generates, on its hard drives, a shadow copy of files for self-service file restores. Every day, changes or edits since the last monthly backups are written to a tape. Tape and disk backups are overwritten as storage space warrants.
Weekly	Changes or edits since the last monthly backup are written to tape. Tapes are overwritten as storage space warrants.
Monthly	A complete snapshot of all files is written to tape.

January's and June's monthly backup tapes are retained for seven years by OET, following University Archives' retention records policy for paper documents. Backups represent snapshots of the files on the server at the time of the backup creation. Although tapes are archived for seven years and then destroyed, documents older than seven years could be included in the backups.

In the event of a disaster on campus, copies of the latest monthly and weekly backup tapes are housed at a separate campus location from the servers and other backup media.

For questions regarding this policy, e-mail oet-help@udel.edu or phone (302) 831-8162.