



CAL MARITIME

ACADEMY POLICY MANUAL

Policy Title:	Backup Storage Retention
Policy Number:	AF 07-001
Policy Administrator:	Jason Wenrick, Chief Information Officer
Policy Initiator:	Kurtis D. Lohide, Vice President for Administration and Finance
Authority:	CSU Office of the Chancellor Executive Order 1014; CSU Business Continuity Program, Integrated CSU Administrative Manual (ICSUAM) 2005-2006, 2007-2008, 2009-2010, 2010-2011, 2011-2012, 2012-2013, California State

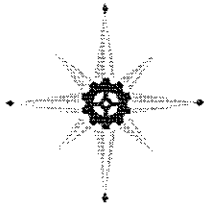
Effective Date: June 10, 2013

Purpose: The purpose of this policy is to ensure that backup storage of any kind is only stored for as long as absolutely required. Backups are taken only as a part of a robust disaster preparedness process and are not intended to be used to retrieve accidentally deleted out files or emails.

Scope: This policy applies to any electronic information stored as a part of Information Technology's daily, weekly, or monthly backup process.

Accountability: It is the responsibility of the Chief Information Officer to administer this policy and ensure compliance.

Policy: It is the policy of the California Maritime Academy to require that all backup tapes, files or any form generated and maintained by Information Technology shall not be kept longer than 90-days.



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ACADEMY POLICY MANUAL

Policy Title:	Email and Personal Drive Data Retention
Policy Number:	CAF 07-002
Policy Administrator:	Eason Wenrick, Chief Information Officer
Policy Initiator:	Kurtis D. Lohide, Vice President for Administration and Finance
Authority:	CCU Board of the California Maritime Academy
Approved:	Thomas A. Chappas, President <i>[Signature]</i>

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Summary: The purpose of this policy is to establish the minimum standards for data retention as it pertains to separated students, faculty, and staff.

Scope: This policy applies to any electronic information stored in an email account or in a storage device. This policy is subject to other data retention standards as outlined by separate CSU or CMA policies must be removed and deleted in a separate process and the appropriate administrator of that area must be notified of the type of data to be removed. Deleted data will be dealt with on a case-by-case basis.

Accountability: It is the responsibility of the Chief Information Officer to administer this policy and ensure compliance.

Policy: It is the policy of the California Maritime Academy to require that all personal email accounts and personal storage devices of students, faculty, or staff member. For students, the 365-day period will be recognized as being a one-year separation date from the last calendar date actively enrolled. For faculty/staff, the 365-day period will be recognized as being one-year from the point of separation as noted in the official Human Resource

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