



Desktop and Laptop Backup Policy

Documents stored locally (i.e. C: drive) on desktop and laptop computers should be routinely backed up so the documents and files may be restored in the event of a physical problem with the computer or if individual files or folders are inadvertently deleted. Each individual is responsible for backing up locally stored data on their University owned desktop and laptops. Information Technology Services **DOES NOT** backup individual desktops and laptops.

Desktop and Laptop Backup Modes

1. Currently, network file storage is the most commonly used backup mode. Administrator, staff, and faculty have access to a personal and/or departmental networked drive on the University's network. Locally stored documents and files may be moved to a University network drive which will be backed up by Information Technology Services.
2. Files may be copied to cloud storage with the University of Redland's Microsoft OneDrive for Business. This is the preferred backup method.
3. Files may be copied to once-writeable media (CDs, DVDs) or rewriteable storage media (external hard disks, thumb drive, USB flash drive). These media must be stored in a secure location. These devices must utilize encryption and a password so all information is securely protected. You may also utilize backup software such as Windows Backup and Restore or Apple Time Machine to backup files to these devices.
4. Individuals may also utilize cloud backup systems such as BackBlaze. There is a cost for these services which must be budgeted by each department.

Access to a University network drive or OneDrive for Business can be obtained by contacting Technology Support Services at 909-748-8922 or tech_support@redlands.edu.