

# 201 General Provisions

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### **201.1 Purpose:**

This Policy is designed to establish guidelines for backing up certain electronic records, as well as the retention and destruction of any such backup.

### **201.2 Scope:**

This Policy applies to electronic records that are stored on computer servers owned and maintained by the Archdiocese.

### **201.3 Electronic Records are Archdiocesan Property:**

All electronic records generated or received by the Archdiocese are the property of the Archdiocese. Employees do not have any personal or property rights to records, electronic or otherwise, created, received, or generated on behalf of the Archdiocese. Similarly, no third party storage facility or entity has any personal or property rights to records, electronic or otherwise, stored by the Archdiocese at or with any such facility or entity.

### **201.4 Questions/Implementation:**

Questions about the applicability or implementation of this Policy, including questions about the retention of any specific record, should be directed to the Director of Information Technology.

### **201.5 Coordination with Other Policies:**

This Policy should be interpreted in accordance with any other electronic

records retention policy of the Archdiocese. In the event of a specific conflict as to the backup of electronic records, however, this Policy shall control.

## **201.6 Definitions:**

**Electronic Record** - An Electronic Record includes recorded information, regardless of medium or characteristic, which is stored on a computer server owned and maintained by the Archdiocese.

**Records Hold** - A Records Hold is the cessation of destruction of any records that relate to the subject of the Records Hold.

**Backup** - a Backup, or the process of backing up, refers to the copying and archiving of computer data for later retrieval.