
SUBJECT: IT Help Desk**DATE:** June 1, 2018

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Where to Backup Your Files

The IT Division recommends saving your CTC files or documents in one of two ways, depending on the importance of the file in question.

Shared Folder

Important files should always be stored in a shared folder. These private folders are stored on an IT server and backed up every night. A departmental or group-only shared folder can be acquired by having your director or dean send a request to the IT Customer Service Department. Specific permissions can be applied to the shared folder itself or the files or folders stored within to ensure that only a select group or individual can access, read, or edit the content available.

Flash Drives/External Hard Drives

- Flash Drives – Low priority files are the safest files to store on a flash drive. **Never store sensitive or confidential information on a flash drive.** While flash drives are both easy to acquire and use, they are also easy to lose and prone to data corruption. For these reasons alone, it's best to keep only files that are easy to replace on your flash drive. Likewise, it's a good idea to encrypt your flash drive.
- External Hard Drives – An external hard drive can hold more data than a flash drive, but the device itself is fragile and easy to accidentally break. Again, **never store sensitive or confidential information on an external hard drive.** It's a good practice to encrypt your external hard drive as well, especially if you travel anywhere with one.