

Authorizing Unit University Legal Services Information Technologies	Definitions.....1. 4 Standard/Practice.....2 5 Responsibilities.....2
Approval Authority General Counsel Chief Information Officer	6 Related Policies.....2 7 Related Operating Standards.....2 8 History.....2..
Implementation Authority Chief Information Officer	
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- 1 Purpose                    The purpose of this operating standard is to establish a standard for storing Business Information Assets.
- 2 Scope, facilities, and

Information Assets. This includes virus protection, software updates, and the ability of IT to keep both those up to date remotely.

f) "User" means any person who has authorized access to Information Assets.

- 4 Standard/Practice
  - 4.1 Users shall store electronic Business Information Assets in Managed Devices.
  - 4.2 If Users download Business Information Assets to a laptop computer or portable device, the device has to be encrypted. Users are prohibited from disabling the encryption software any time for any reason.
  - 4.3 Users shall store Business Information Assets in digital formats in facilities designated by University Archives, and in accordance with Information Management procedures established by University Archives.
- 5 Responsibilities
  - 5.1 Information Technologies is responsible for:
    - a)