

**Old Dominion University**  
**Technology Policies, Standards, Procedures and Guidelines**

**Compliance Procedure**

**Title:** Protection of Backup Media Sent Off-Site - Procedure  
**Reference Number:** 3.4.2.6

**Purpose**

The purpose of this compliance procedure is to define the procedure in place with regard to protecting Backup Media sent off site. The intent is to supplement the accountability of what is sent off site with physical security and protective measures.

OCCS predominately utilizes electronic data transfer methods, however, when transferring physical media from one site to another, the data center shall use secure protective transport bags. Operations staff shall utilize the locking capabilities of the bags to provide additional security for that media.

**Procedures & Related Information**

Staff responsible for the transport of data media shall come to the Operations staff to acquire protective media storage bags for that transport.

Staff shall utilize locking features of those bags to assure additional protective measures.

Staff shall travel expeditiously to quickly make the transfer of media and should never leave the transported media unattended.

Staff shall return media storage bags to operations immediately after completing transport process.

Staff shall report any unusual incidents or occurrences relating to security of transport effort to supervision.

**Definitions**

**OCCS** is the acronym for the official name of the Office of Computing and Communications Services.

**Policy References**

ODU faculty, staff and students are bound by all applicable laws, policies, standards and procedures and guidelines. For reference, some frequently referenced documents are noted. This is a non-inclusive list and not intended to limit applicability of any other law or policy.

Ⓢ Policy Foundation:	Federal and State Law Policy 3507 Operations Management
📖 Related Standards:	IT System and Data Backup and Restoration Standard Server Management Standard Network Management Standard Change Management Standard

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	Print Management Standard Physical Security Standard
☐ Related Procedures, Forms:	System Monitoring procedure Console Logging Procedure Customer Notification Procedures Alert Posting Procedure
① Related Guidelines:	System Monitoring Tips Call Out List Customer Contact List
✂ Maintenance:	Office of Computing and Communications Services
✓ Effective Date:	Reviewed on an annual basis
✓ Approved by:	Rusty Waterfield Acting Assistant Vice President, Office of Computing and Communications Services