

## **STAFF DIGITAL FILE STORAGE PROCEDURES**

**Approving Authority:** President and Chief Executive Officer

**Administrative Responsibility:** Director, Policy Research and Advocacy

**Original Approval Date:** November 29, 2019

**Date of Most Recent Review/Revision:**

**Related Policies, Procedures, and Documents:** *Use of Information Technology Policy*

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### **1. Purpose**

1.1. This procedural document expands on the *Use of Information Technology* policy by outlining the relevant guidelines for storage and transition of digital files.

### **2. Definitions**

2.1. **OneDrive:** A file hosting service and synchronization service operated by Microsoft as part of its web version of *Office*.

2.1.1. Wilfrid Laurier University facilitates Students' Union access to OneDrive as per the joint Operating Procedures Agreement.

### **3. Jurisdiction/Scope**

3.1. This policy applies to all Students' Union staff members.

### **4. Policy**

4.1. Students' Union staff must ensure that they maintain possession of all digital files and material related to their position on the OneDrive.

4.1.1. It is recommended that digital files are organized in an identifiable fashion in relation to tasks and responsibilities;