

STUDENT EXECUTIVE DIGITAL FILE STORAGE PROCEDURES

Approving Authority: President and Chief Executive Officer

Administrative Responsibility: Director, Policy Research and Advocacy

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

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 student executives.

4. Policy

4.1. Student executives must ensure that they maintain possession of all digital files and material related to their position on the OneDrive.

4.1.1. At minimum, a title folder should be created to differentiate each student executive term year (e.g. VP: University Affairs 2019-2020);

4.1.2. It is recommended that below the title folder, digital files are organized in an identifiable fashion in relation to tasks and responsibilities;

4.1.3. It is recommended that during transition, the outgoing student executive should explain their digital file storage process to their successor;