



Office of the City Auditor Policies and Procedures

Number: 5.2.3**Title:** Creating and Storing Electronic Files**Original Date:****Revision Date:****Approved by:**

01/19/2006

I. Policy

Employees must adhere to Office of the City Auditor (OCA) practices for creating and storing electronic files.

II. Purpose

This policy is to promulgate OCA requirements for data creation and storage in order to:

- A. Facilitate recovery of lost or altered data and provide business continuity,
- B. Facilitate compliance with legal requirements and open records requests, and
- C. Minimize impacts upon servers for housing data.

III. Definitions

- A. **Project folder** – can refer to an audit project, investigation, quick response (QR), or even internal or administrative projects. Each project work folder has an owner of that product.
- B. **OCA Computer Group** – is comprised of staff appointed by the City Auditor or designee to offer advice on and help support IT resource needs.

IV. Procedures

- A. OCA practices are set forth in a document titled “*Creating and Storing Electronic Documents*” which is to be kept with the other OCA guidance materials on our network.
- B. Electronic file(s) that are larger than 1 gigabyte may not be placed on the network without permission from the OCA Computer Group:

1. Employees who need to store such file(s) should notify a member of the computer group via email.
 2. The computer group will be responsible for responding with guidance on where to store the file(s).
- C. Other than within an assigned project folder, changes or additions to the structure of the G: drive must be requested by email to any member of the OCA Computer Group.

V. Responsibilities

A. OCA Employees

1. Are expected to be able to distinguish among file storage locations and shall create/store electronic file(s) on the appropriate drive (G: for project files and H: drive for other work-related needs).
2. Shall have flexibility in organizing assigned project folders on the G: drive and their own H: drive.
3. Shall transfer project-related email to the appropriate project folder on the G: drive prior to the project's end.

B. The OCA Computer Group is responsible for:

1. Providing support to OCA related to electronic file storage.
2. Approving changes to the G: drive.
3. Forwarding any G: drive changes to the appropriate CTM support staff responsible for making the changes.