Appendix D-1: Data Processing Plans

**Computer Backups**

Networked Software and data files are backed up under supervision of the SMC Information Technology Department.

Individuals are responsible for backing up files stored on the C and D drives of their office PCs. See Appendix D-2: Recommendation for Data Backup.

**Recovery**

In the event that data processing equipment, tapes, or other devices are damaged in a disaster, the LIS Associate Director for Systems and Metadata will be responsible for recovery operations, in consultation with the Information Technology Department.