

¹ATTACHMENT D

SAMPLE COMPUTER AND OFFICE CLOSING PLAN

1. Designate Protected Locations and for Hardware Equipment

Rooms which are walled with strong doors with no false ceilings and no windows are the best option for storage of the equipment.

To protect equipment from flooding a shelf or furniture must be brought into the rooms that will hold all servers and computer components (which have been wrapped with double plastic bags and sealed with packing tape).

Labeling Users Computer Equipment

Before the users pack and wrap their computer equipment, all computer devices (CPU BOX, MONITOR, MOUSE, KEYBOARD, SPEAKERS, POWER STRIPS/BATTERY BACKUP, AND PRINTER) must be labeled with the user's name, and office room where they are located.

Backup Tape

Before closing the office and leaving, make sure you take the backup tape from the previous night is taken off site. Make sure any other backup tapes safely stored off-site.

Any work done the day of the closing should be saved on diskettes, CDs, or memory sticks, and the C drives of the individual computers, in addition to network folders. This is because there will be no backup of the work done the day of closing. If there is some damage to the hardware, then with the backup tapes that cover through the previous night, and the current day's work saved on the external media and the C: hard drives will provide a much higher likelihood that everything can be restored.

These precautions apply to all files including financial and personnel records.

¹ Adopted from LSGMI's manual.