Definitions:

Key electronic data: Is any data that is kept in an electronic formation, the loss of which would cause considerable economic damage to MVNU or the use of substantial personnel resources to recover.

Secured off site location: Is a location, not owned or operated by MVNU which is located greater than one-half mile from the MVNU campus at 800 Martinsburg Road, Mount Vernon, Ohio. The site shall not be a personal residence. The site shall contain a locked vault structure which provides protection from natural and man made disasters. Authorized MVNU personnel shall provide proof of authorization to obtain admission to the site.

Storage device: Is a device sufficient to safely contain the key electronic data. The device shall be locked and accessible only by authorized personnel via key or code. It shall be placed in the secured off site location.

Authorized personnel: Shall include those authorized in writing by the President, Vice President of Academic Affairs and Vice President for Business and Management.

Statement of Policy:

Key electronic data shall be updated and stored in duplicate form at the designated secured off site location no less than every seven (7) days. When necessary or advisable,