

Policy: PS0005	Category: Physical Security	Version Date: 02/22/2010
Title: Off-Site Storage		Effective Date: 04/14/2005
Originating Unit: Security Program for the Information and Computing Environment Project		Last Review: 12/04/2009
Reviewer: HSC Chief, Information Security		Next Review: 12/04/2012

Purpose:

To establish responsibility for designating off site storage locations for storage of information in any form (electronic or non-electronic).

Scope:

Applies to all Units of the UF Health Science Center.

References:

1. Policy PS0002: Physical Security of Information Assets and Related Facilities
2. Standard GP0003.02: Information Classification

Policy:

1. All off-site storage locations must meet the security requirements associated with the relevant information classification in Standard GP0003.02.
2. Off-site storage locations for authoritative information assets or the back-up copies, in electronic or non-electronic form, must be approved by the UF Records Management Office. If Restricted data is involved, off-site storage locations must also be approved by the Privacy Office.
3. Additional copies may be kept at other sites with the approval of the Unit Information Security Administrator (*e.g.*, copies of disaster recovery plans may be stored at the home of those responsible for disaster/recovery activities). If Restricted data is involved, these other off-site storage locations must also be approved by the Privacy Office.