

POLICY 312

DATA RETENTION

All Service Provider data files that are maintained on any computer system must be regularly copied onto a secondary medium that can be removed from the computer system even if the original source documentation for electronic data files exist. Preferably, this information should be stored in a location other than at the Service Providers site to safeguard the possible event of theft, fire damage, etc.

Data files affected by this policy are defined as:

- a. all files that are used by the Service Provider that contain fiscal or programmatic information.

PROCEDURE A DATA STORAGE

1. The Service Provider should, on a regular basis, weekly or daily, depending on amount of information entered, copy information to a secondary medium.
2. This secondary medium should be stored away from the computer system, preferably in a location other than the Service Provider's site, in a fire-proof safe, safety deposit box, residence, etc.
3. All auditable records must be retained for a minimum of five years.