SODA SPRINGS SCHOOL DISTRICT 150 DATA STORAGE PROTOCOL

DATA TYPE	PROTOCOL	COMMENTS
Personnel Records Non-Active Digitized	Backed up to Server automatically, Remote site MFiles, additional hard drive backup **stored off site**.	Scanned at District Office
Payroll/Personnel Active	Server	See Server Protocol
Student Data Active: Powerschool Moodle, Canvas	Remote Server/s	
Student Archived Transcripts	Backed up to Server automatically, Remote site MFiles, additional hard drive backup **stored off site.**	Scanned at SSHS, See Server Protocol
Teacher Materials	Hard drive, Network drive, Google, 365, One Drive, Apple ID available to all teaching staff.	Teachers are responsible for personal hard drive. Network Drive scheduled back-up on server
P.O's	TMS Server	See Server Protocol
Library Data Bases	Follett Remote Site, local backup as required	
Inventories	District Drive Server	See Server Protocol
All Servers	2 Rotating Hard Drive Backup, **stored off site**. UPS power.	
		*Contracts, Payroll, and payables are saved digitally and in paper format for the required 7 years.