Protecting Your Data

Users should take reasonable precautions to protect their work data. Use the guide below to determine the best and proper method for achieving this goal.

LRSO Users:

File Storage - Users in the state office have a distinct advantage over remote users, they can store all of their work data on the file server. The file server (T and U drives) is backed up on a daily rotational schedule which protects the data from accidental loss. If your hard drive fails, computer fails, or you accidentally delete your files, you can contact IT and your data can be restored from backup. All state office users are encouraged to keep their work data on the file server but, because of limited space, this data should only include current work data. All stale\outdated and personal work data should stay on your hard drive and\or be moved to archive media such as DVDs. Do not keep your only copy of the stale data on your computer. Make sure you have multiple copies on different types of media.

File Backup – Because you are storing your current work data on the file server, you will probably not want or need to back up the files on your computer. If you want the added protection then the recommendation is to actually sync your data (not the whole computer) to an external hard drive. The call center can help you setup the sync software.

File Transfer – If you need to get files to other people but they are too large to email, you can use the FTP server for this purpose. If you login to the FTP server using your AD credentials you will be able to write files to it. Anonymous users can only read/download files. The FTP server is offered as a service to our users. Files will be removed automatically after 90 days unless they are in a requested protected area. You can find instructions for using the FTP server on our website or the URL is listed below.

Remote Users:

File Storage - Remote users do not have the convenience of keeping work data on a file server that is being backed up on a regular basis. However, there are options. All work files should be kept on your local hard drive with copies going to alternate locations. For all stale\outdated and personal data, it is recommended that you copy it to archive media such as DVDs. For current work data, see the file backups options listed below.

File Backup – All current work data needs to be backed up on a regular basis. iDrive is a service we offer all of our remote users. iDrive's secure, easy-to-use cloud backup solution protects your irreplaceable work data. Contact the call center and they will help you get setup with the service. If you would like a secondary backup option then we recommend you sync your data (not the whole computer) to an external hard drive. The call center can help you setup the sync software.

File Transfer – If you need to get files to other people but they are too large to email, you can use the FTP server for this purpose. If you login to the FTP server using your AD credentials you will be able to write files to it. Anonymous users can only read/download files. The FTP server is offered as a service to our users. Files will be removed automatically after 90 days unless they are in a requested protected area. You can find instructions for using the FTP server on our website or the URL is listed below.

Helpful links -

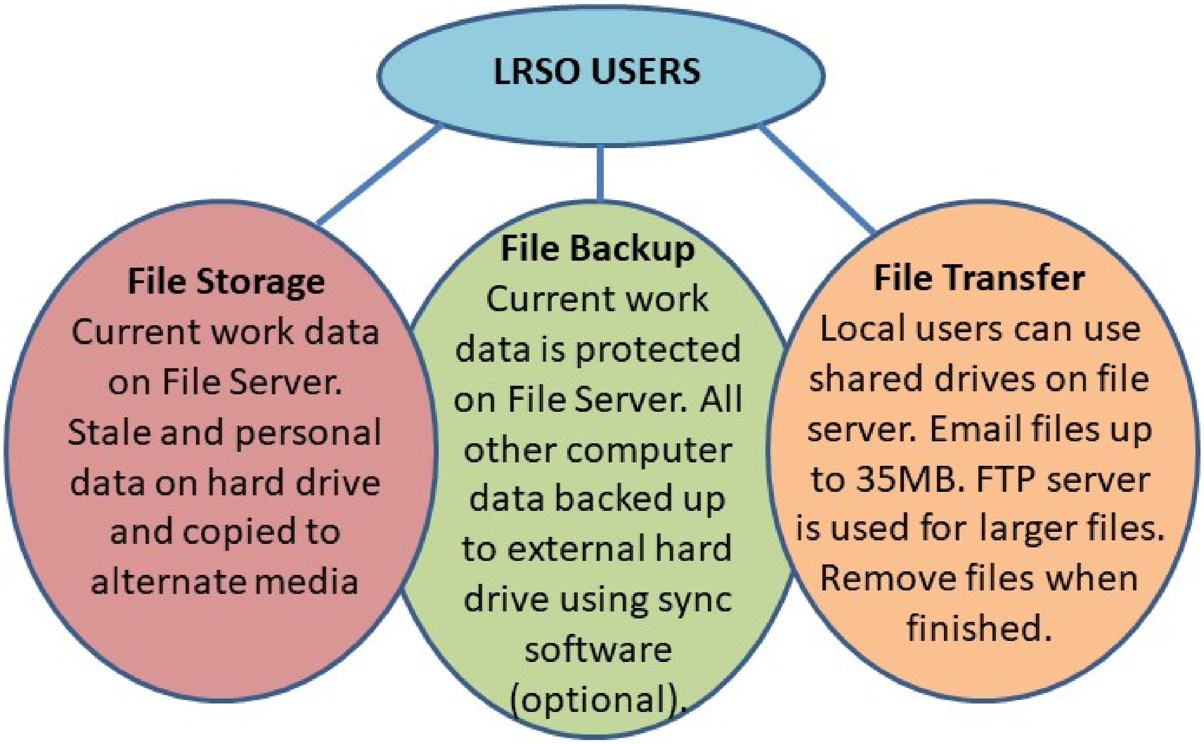
FTP Server Instructions

Recommmeded external hard drives:

Silicon Power Rugged Armor 500GB USB External hard drive

Silicon Power Rugged Armor 1024GB (1TB) USB External hard drive

Protecting Your Data

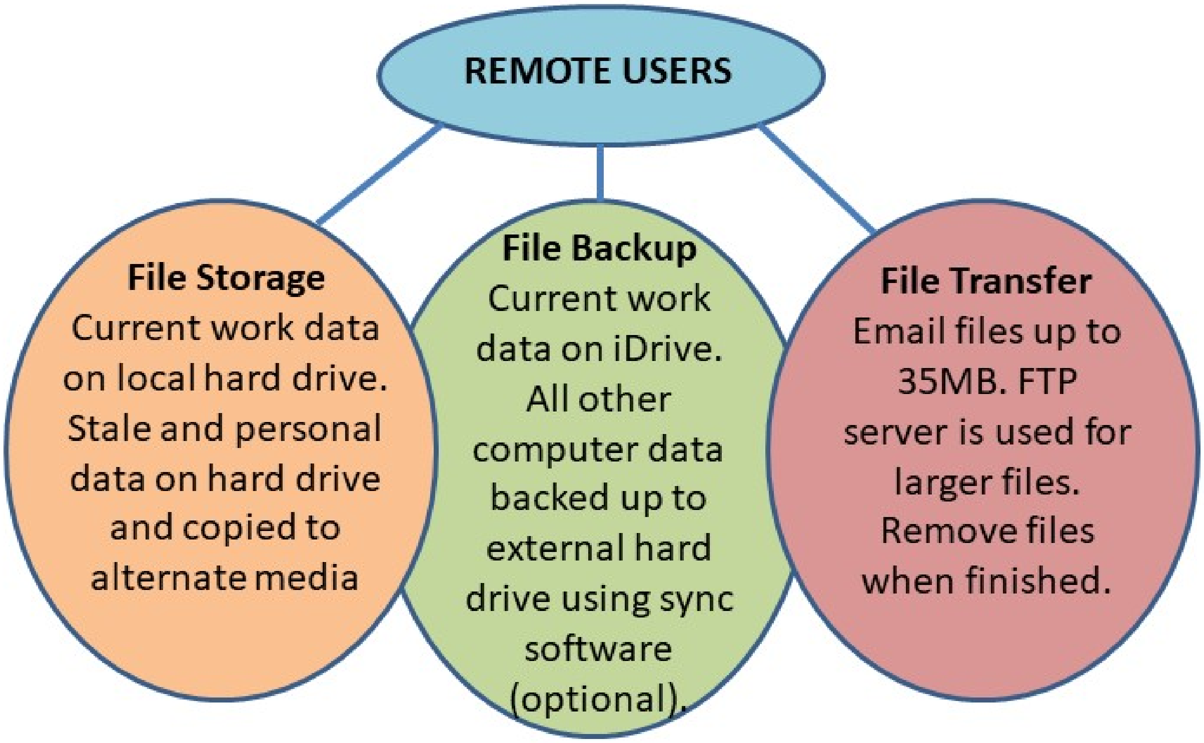


LRSO USERS

File Storage
Current work data on File Server. Stale and personal data on hard drive and copied to alternate media

File Backup
Current work data is protected on File Server. All other computer data backed up to external hard drive using sync software (optional).

File Transfer
Local users can use shared drives on file server. Email files up to 35MB. FTP server is used for larger files. Remove files when finished.



REMOTE USERS

File Storage
Current work data on local hard drive. Stale and personal data on hard drive and copied to alternate media

File Backup
Current work data on iDrive. All other computer data backed up to external hard drive using sync software (optional).

File Transfer
Email files up to 35MB. FTP server is used for larger files. Remove files when finished.