

Town of Hardwick  
Administrative Policy Regarding  
Office Storage of Backup Data

Purpose:

To help provide financial control over public money to protect financial data from fire or other disasters.

Daily Backup:

The Town Manager's office and Town Clerk's office will back up financial data on a daily basis and store in the fireproof vault.

Monthly Backup:

The Town Manager's office and Town Clerk's office staff will back up financial data on monthly basis and store it off-site.

  
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Town Manager

May 4, 1991  
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Date