

# ITSS Backup Policy and User Consent

I understand that Information Technology Services Support (ITSS) does not perform a full backup of my computer. ITSS will back up my user profiles<sup>†</sup> and keep copies for 14 days. Media such as music and movies will not be backed up (see below for exceptions). Information Technology Services (ITS) and ITSS are not responsible for lost, damaged or missing files.

Computer Tag # \_\_\_\_\_

Skip backup (initial here): \_\_\_\_\_

User/Supervisor Name: \_\_\_\_\_

Initialing here signifies that I do not want ITSS to backup my computer.

User/Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

It is our goal to preserve all instructional materials. If you have music and video files, applications, or files that are not located within your user profile<sup>†</sup> please explain the situation below and we will be happy to make an exception to our normal backup procedure.

Please contact x2307 for questions or concerns or if you need to discuss this form with a supervisor.

<sup>†</sup> Profiles are located at C:\Documents and Settings or C:\Users and include the Desktop, My Documents, and Favorites folders.

## Exception Request

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## Helpdesk Acknowledgement

I *can* and *will* take care of this request.

ITA/ITC: \_\_\_\_\_

Date: \_\_\_\_\_