

Computing and Information Services- Fred Miller, Chief Information Officer

Effective Date(s): 03/17/06

Title: Data Transfer Policy For Routine Computer Replacement

Applicable: Furman University (Faculty and Staff)

Contacts: The Computer Help Desk ext.3277

Background: To ensure a common understanding between the end user and C&IS during routine computer replacement, it has become necessary to standardize a local data storage location.

Policy: When transferring data to a replacement system, only data stored in the Documents and Settings directory on a Windows computer or the Users directory on a Macintosh computer will be transferred.

- 1) All software installed by C&IS will be configured by default to save data into the Documents and Settings directory on a Windows computer or the Users directory on a Macintosh computer.
- 2) Users installing or re-installing any software on their Furman-owned computer are responsible for directing the default save locations of that software to their My Documents folder on a Windows computer or the Home folder on a Macintosh computer.
- 3) When systems are replaced, only user data from the Documents and Settings directory on a Windows computer or the Users directory on a Macintosh computer will be transferred.
- 4) If users with non-standard fonts, scripts, macros, custom reports, or software installed on their computer have any questions about transferring those items to their My Documents folder on a Windows computer or the Documents folder on a Macintosh computer, they should contact C&IS before their computer is replaced.
- 5) All users are encouraged to contact C&IS if they have any questions about saving their data to the correct location.
- 6) C&IS will not be held responsible for the loss of data stored in any other location.