



Office Procedure for Backing Up and Storage of Case Files and Data

1. All hard-copy documents will be scanned and saved to computer hard drive.
2. All faxed documents will be programmed to be emailed to rosscountycoroner@rosscocoroner.com , then saved to appropriate case file.
3. All emailed documents will be saved to appropriate case file on computer hard drive.
4. All case files and including case data will be backed up on two (2) separate hard drives at the office as well as two (2) or more off site locations, as well as automatically backed up on server.
5. All case files, including case data will also be burnt to DVD's on a yearly basis. These DVD's will be stored both at on site and multiple off site locations.
6. No hard copy documents will be filed starting January 1, 2011.

This policy has been approved and is in effect until further notice:

John A. Gabis, M.D., Coroner

June 27, 2014

Date