MEAK 005 Meakins Server and Back-up of Laboratory Data

MEAK 005 Meakins-Christie Laboratories Policies and Procedures		
Policy: ☒ New ☐Revised		Effective Date: 2017-08-03

1. Overview

The Meakins-Christie Laboratories owns and maintains a server within the RI-MUHC network. Each laboratory is offered the following services:

Creation of a lab folder on the server accessible by the PI and all lab members: *PIname.group*
Creation of a PI folder on the server accessible by the PI: *PIfirst.lastname*

2. Security

The operating system and anti-virus updates and patches are regularly maintained by RI-MUHC IT services.

3. Backups of Server

The Meakins-Christie Laboratories will cover the costs of monthly server backups. This is a one-time backup only. Incremental backups on a daily basis are not offered.

Labs are responsible for backing up their respective folders on a more frequent basis.

4. Data storage

Each laboratory is required to remove old data from the server (>2year old).
Each laboratory is also required to remove data when a student leaves the lab.

The server is not meant to be a long-term storage solution.

It is recommended that older data is backed up on at least two external hard drives that can be accessed when needed.