

Articles

Articles of agreement made between the King of Great Brittain and the King of France...
The King of Great Brittain... and the King of France...
In witness whereof...
Witness our hands...
At London...
The 10th day of June...
1713

Whereas

And whereas

Risk Mitigation for Electronic Records

Now therefore these present Witnesses

provided also

Provided

And it is

And

And it is

And

And

And

In Witness

And

John T. Day

Articles

Why is it needed?

- ER/IT may not always be considered in a disaster plan
- The Nature of ER
- Data recovery vendors are very expensive

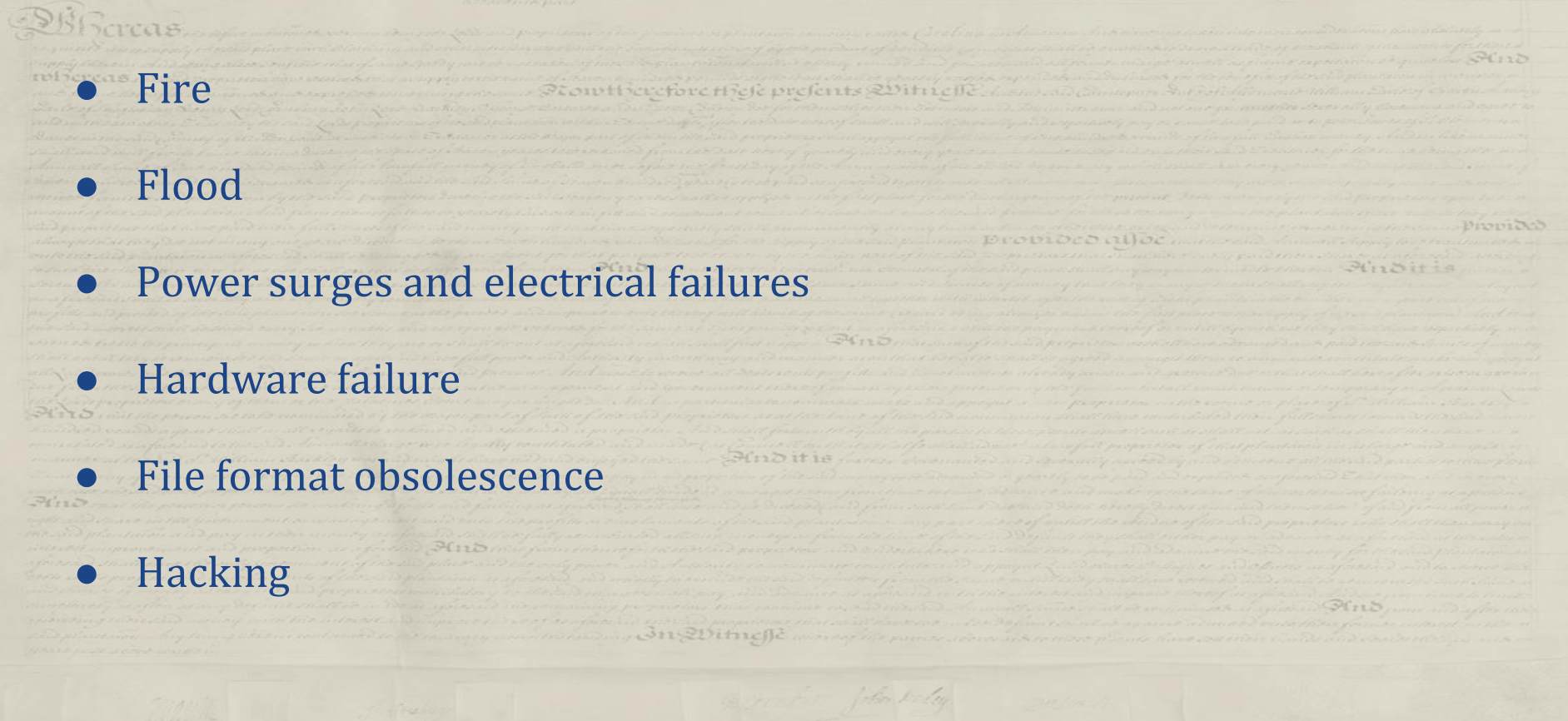
In Witness

John T. Lay

Articles

Risks to Electronic Records

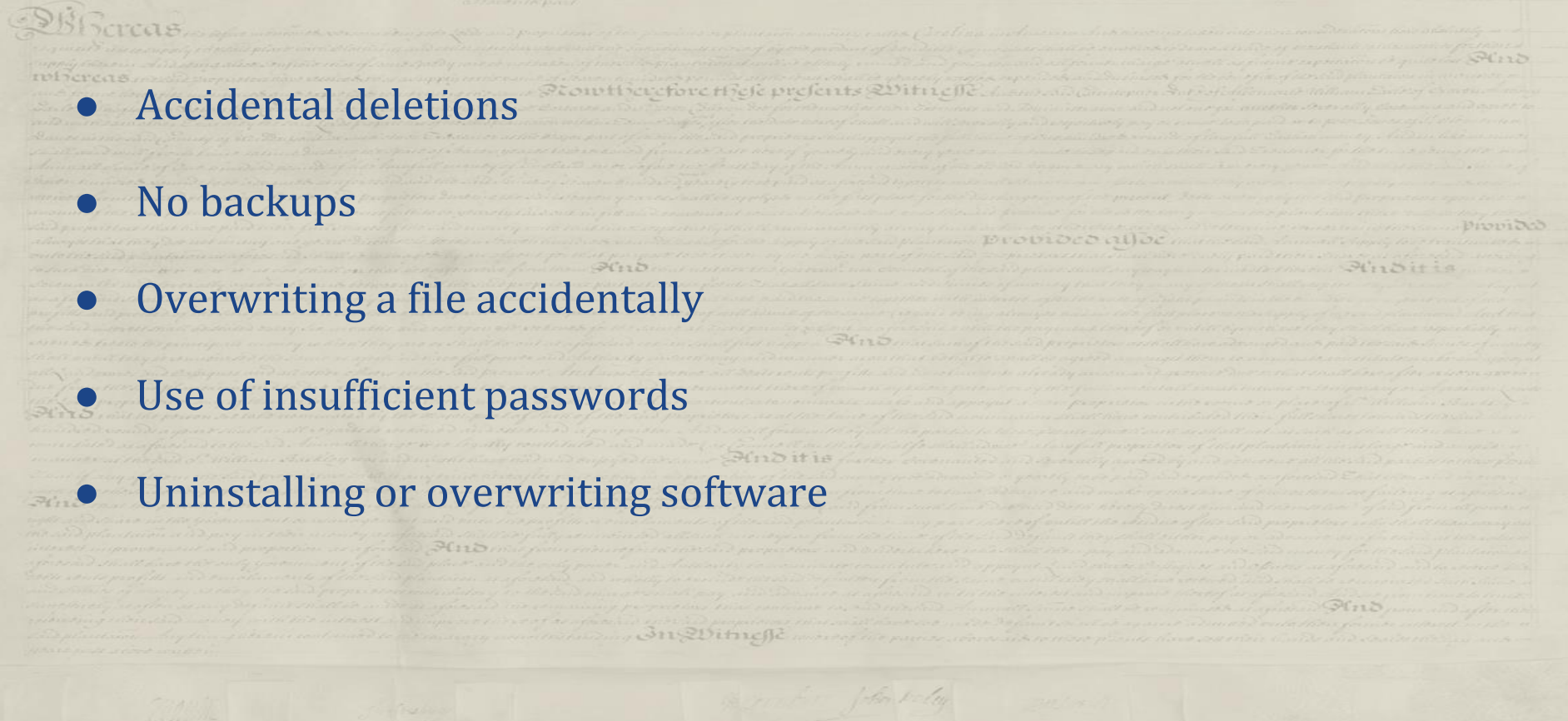
- Fire
- Flood
- Power surges and electrical failures
- Hardware failure
- File format obsolescence
- Hacking



Articles

Human error!

- Accidental deletions
- No backups
- Overwriting a file accidentally
- Use of insufficient passwords
- Uninstalling or overwriting software



Articles

Risks to Removable Media

- Obsolescence
- Media Failure
- Overuse
- Improper handling
- Improper storage conditions



Articles

Prevention and Mitigation

- Regular backups!
- Use antivirus software and keep it updated
- Adequate technology training for staff
- A laptop with one or more spare batteries
- Digital security is as important as physical security
- Computer equipment inventory
- Electronic records inventory

Articles

Protecting Hardware

- Keep servers in secured room - limited access
- Keep computer towers off the floor
- Keep hardware away from leak sources
- Power down and unplug computer equipment in an impending emergency

Articles

Protecting Removable Media

- Stable temperature and humidity for storage
- Avoid food or drink in areas where media are stored
- Keep in cases or sleeves except when in use
- Avoid sunlight and UV exposure
- Handle optical media (CDs and DVDs) only by the edge
- Sample media occasionally to check readability
- 5-10 years of shelf life for optical media and flash drives