COLLEGE OF
Engineering, Architecture
&Technology

CEAT Continuity of Administrative Information Operations Plan (CCAIOP)	Policies and Procedures CEAT-G-003 Effective Date: 7/12/18

Introduction

1.01 CEAT Continuity of Administrative Information Operations Plan (CCAIOP) is designed to ensure that the college's Primary Mission Essential Functions are able to continue, despite any changes in administration. The ultimate goal of information continuity in the college is to ensure that all information used by administration and their assistants in the performance of their duties is available once they have left employment/position at the college. To achieve that goal, the objective is to establish procedures for administrators and their administrative assistants on network drive usage. Procedures will also be established regarding the storage of physical paperwork.

Procedure A

2.01 CEAT Administrators are expected to save all electronic work on their personal network drive established by CEAT IT. For the purpose of this CCAIOP, the term "Administrators" is defined to be the CEAT Dean, Associate Deans, Assistant Deans and School/Division Heads. When away from regular access to their personal network drive, CEAT Administrators should obtain access via VPN. If VPN access is not possible, work saved in another manner (hard drive, flash drive, etc.) should be transferred to the personal network drive once access to the personal network drive (regular or VPN) is available.

2.02 As a regular practice, storage of physical paperwork should be kept in an established Oklahoma State University (OSU) building. In the course of business, it is necessary for CEAT Administrators to take physical paperwork work home, but it should be brought back to the Administrator's office or established OSU building as soon as workflow allows.

Procedure B

3.01 Administrative assistants should save all electronic work on established departmental and/or personal network drives, with a list of network drives utilized and the types of information stored on each network drive provided to their supervisor.

Date review completed by CEAT Manager of Payroll/Administrative Operations:3/30/18

Date approved by the CEAT Dean and CEAT Executive Council: 7/12/18