ACCESSING UNIVERSITY RECORDS REMOTELY – COVID-19 response

In response to the COVID-19 situation, Dalhousie's Records Management Office recognizes the need to be able to access university records when working remotely. Below are guidelines to use when accessing, transporting, and storing University records.

In accordance with university policies, you should:

- protect university information from theft, security breaches, or data losses
- ensure continuity of university operations
- meet requirements of federal and provincial regulations and policies

Whenever possible, access electronic records via the Dal repository where the records normally reside. That could be SharePoint, OneDrive via MyDal, or in a repository only accessible through a virtual private network (VPN), like the NAS. If this is not possible, use the following guidelines for moving and storing records on OneDrive or to an external drive.

Storing and Accessing records – VPN, OneDrive, or External Drives

Electronic Records

- Follow Dal's **Electronic Information Storage Guidelines.**

- Download VPN. If you cannot download Dal VPN to your computer, follow the procedures below.

- **NEVER save records to a C drive (C:)**

OneDrive

1. **COPY** the records you will need to your Dalhousie OneDrive account before leaving campus to work remotely. Sign in through MyDal.

2. Store the records on OneDrive with the same directory and file names used in the repository from where the records are being copied. Please ensure that you are **COPYING** records, **not MOVING** them.

3. If you change a document that has been copied, you must save the record as a different version from the original copy you downloaded. Use the proper naming conventions for the copied document.

External drives

1. Follow ITS guidelines to help protect your Dalhousie account and devices.

2. Ensure drives are encrypted /password protected.

3. **COPY** any required records to the external drive. Use the same directory and file names used in the repository from where the records are being copied. Please ensure that you are **COPYING** records and **not MOVING** them.

4. If you change a document that has been copied, you must save the record as a different version from the original copy you downloaded. Use the proper naming conventions for the copied document.

Upon return to regular work practices

1. Ensure that all new versions of documents are saved in the originating repository.
2. Delete any copied document(s) on OneDrive or an external drive that are not new versions.
3. If you borrowed the external drive, delete all files, and return it to appropriate personnel.