

Effective Date:
Revised Date:
Review Date:

North Sound Mental Health Administration
Section 3000 – Fiscal: Storage of Software and Diskettes

Authorizing Source:
Cancels:
See Also:
Responsible Staff: Fiscal Officer

Approved by: Board of Directors
Motion #: 98-072

Date: 11/19/98

POLICY #3033.00

SUBJECT: STORAGE OF SOFTWARE AND DISKETTES

POLICY

All diskettes and CDs containing purchased software will be stored in a central location and one (1) copy will be stored in magnetic information safe.

PROCEDURE

When software is purchased, at least one (1) copy will be stored in the magnetic media safe or an off site location and all others will be kept in a central location. The licenses for the software will be kept with the Office Manager.

ATTACHMENTS

None