

Baltimore Research and Education Foundation, Inc.	Computer Accounting File Protection Policy	No.		41
		Effective Date		03/12/2009
		Revision Letter		A
		Final Approval Signature	Approved at the BREF Board meeting held 1/26/2011	

1.0 Purpose

The purpose of this policy is to establish the terms whereby the Baltimore Research and Education Foundation, Inc. (BREF) will backup accounting software.

2.0 Scope

This policy applies to BREF accounting software.

3.0 Policy

3.1 BREF accounting software is maintained on the accountant's and the executive director's computer as well as the VA Research computer network. Backups are processed nightly.

4.0 Revision History

Revision Date	Revision Letter	Name of Document Author	Description of Change
03/12/2009	A	Heather Riley	Policy is put into approved format
01/26/2011		Shirley Rutledge	No revisions. Policy approved at BREF Board meeting held 1/26/2011.