



AR WING SUPPLEMENT 1

CAPR 10-2

15 AUGUST 2009

Administrative Communications

FILES MAINTENANCE AND RECORDS DISTRIBUTION

CAPR 10-2, dated 10 May 1999 and including Change 1, 20 June 2001, and Change 2, 15 July 2004, is supplemented as follows:

7.a. Added. All electronic documents will be regularly backed up in a manner consistent with the nature and significance of the information. The backup storage will be away from the primary computer and in a safe location, preferably in a different building. If the backup is stored in the same building, it is the responsibility of the individual storing the data to document that the backup location, e.g. a safe or a locked fireproof room, is sufficient for protecting the data from relatively common incidents, e.g. fire or tornado. Backup frequency will be consistent with the information cycle, if any. For example, annual information will be backed up annually immediately following preparation of the required report(s), monthly reports will be backed up monthly, etc.

Non-cyclical information of significance, e.g. Finance Committee votes, personnel actions, votes on Supplements or Operating Instructions or other information part of a process where documentation is required will be backed up on the date the action is taken.