To: Sam Kooiker, Mayor

From: Russ Tiensvold, Information Technology Officer

Date: July 19, 2011

Subject: Backing up data on Mayor's Office computers

Purpose:

The purpose of this memo is to note what back up procedures were previously used for the computers used by the Mayor's Office.

To the best of my knowledge, the desktop and laptop computers used by the Mayor's Office were not being backed up during Alan Hanks' tenure as Mayor of Rapid City. A data storage location on a backed up server was made available for use by the Mayor and his staff. Any data the Mayor and his staff chose to store in that storage location on the server was routinely backed up.