Proper storage of Documents at UC

Warning! Documents stored on your local laptop or desktop are not backed up and if you experience a system crash, you will lose those documents.

Please be a responsible steward of UC documents and store them in proper locations.

**Example of documents that are not backed up:**
Documents stored locally on your desktop, documents, or downloads.

- This PC
- Desktop
- Documents
- Downloads

**Examples of documents that are backed up:**

**Network Drives:** Documents stored on network drives are backed up. Examples are network drives are your “P” drive or department network shares.

**Box or Box Drive:** Documents uploaded into Box or saved in your Box Sync folder are backed up.

**SharePoint:** Documents uploaded into SharePoint are backed up.

**Please note.** If you have PII or PHI data, please check with your department on proper storage of this data.