

**Registrar Department Back-Up Information Form**

Files backed-up:  Trousers  Shared Data File  Shared Data Folder  
 Academic Documents

Other: \_\_\_\_\_  
\_\_\_\_\_

Device used for back-up:  External Drive  Flash Drive  CD Rom

Other: \_\_\_\_\_

Information Backed-up by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

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