

ITEM 3.5.0 | COURT RECORDS BACKUP AND ARCHIVAL

Custodians shall ensure that:

- Electronic court records in their care are securely backed-up and any backup data stored at a third-party location must also be encrypted. The custodian of the electronic court records shall have exclusive access to the encryption key. In instances where vendors are supporting appliances onsite and are required to maintain an encryption key, the custodian will have operational policies and procedures that serve as a control prohibiting vendor access without invitation and monitoring.
- Random sample testing is performed annually to verify that backup data is accessible and recoverable.
- Archival copies are created in a manner that allows for presenting the information in the future without degradation, loss of content, or issues with software compatibility relative to the proper rendering of electronic documents.

