The minimum standard UNH strives for in handling and storing backup media is as follows:

1.) Media is handled by selected employees who understand their responsibility for protecting the media and who have signed the confidentiality agreement confirming their understanding of their responsibilities.

2.) Dedicated transport is used to minimize the chance of media being accidentally dropped off, lost or stolen because staff was distracted with other duties. Alternatives include contracted professional firms with a focus on safe transport and contractual obligation to protect it.

3.) Storage of media in facilities designed for such purpose. If the media storage is on the UNH campus, then media is stored in locked safe with access into the safe limited to persons who are explicitly authorized to handle the media.

4.) Written or electronic documentation of pickup/drop-off of media for tracking and investigation purposes, and to enable confirmation of successful transport.

5.) Immediate notification to department management and IT Security if media is displaced.

6.) Encryption of the information on the backup media.