



Boyce / Keystone / Komputrol  
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*Founded in 1899*

### Offsite Backup Storage

UNIT NAME \_\_\_\_\_

DATE \_\_\_\_\_ # OF DISKS/TAPES/USB Drive \_\_\_\_\_

CHECK BACK-UP TYPE (Choose only one type per form please.)

- Monthly       Quarterly       Fiscal       Annual

CONTENTS OF DISKS/TAPES/USB Drive

- \_\_\_\_\_ Key-Assets      \_\_\_\_\_ Key-Payroll      \_\_\_\_\_ Key-Ledger      \_\_\_\_\_ Other (Describe)  
 \_\_\_\_\_ Key-Budget/Fund      \_\_\_\_\_ Key-Billing      \_\_\_\_\_ Key-Court

PLEASE LABEL AND DATE ALL MEDIA

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

For Keystone Use Only Date Rec'd _____ By _____
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