

**Area 30 Web Site Committee
Backup Policy**

Backups

Prior to any modifications, a date and time stamped backup of the entire website (entire website is defined as web content files such as htm, css, gif, pdf and jpg) shall be performed by the member undertaking the changes.

After each session where a change has taken place, another date and time stamped backup will occur and a copy shall be forwarded to Web Committee Chairperson with text noting the exact nature of the changes made.

The Web Committee Chairperson will provide a backup of www.aemass.org to the Eastern Massachusetts Area 30 Chairperson at the monthly Area Committee meeting.