Data Disaster

This is a reminder of what not to do when looking at data. We will share our disasters and hear from you as well.

Discussion – Attachments and Documentation

Reminder: Documentation is subject to FERPA – keeping data secure is important

What do you do with your source file and backup documentation?
- Binders organized by subject and date, hard copy paper files
- Google drive, shared drive from institution
- Scan documents to an external drive
- Documents kept in locked cabinet in director's office
- Upload all miscellaneous documents as attachments under a main service for the year.
- Attachments feature in SCRIBE for different types of documents

What do you do with documents from your vendors?
- Vendors attach data in District level attachments in SCRIBE
- Drove out to site with a thumb drive to pull data from site
- Download documents from vendor website then attach in SCRIBE

What do you do if you get an email with personally identifiable information?
- Ask the sender to delete email from their sent box and also from their trash in Outlook.
- We use that time as an opportunity to remind them of FERPA
- Everyone handling and transmitting student data must take a USDOE FERPA training

Does anyone get hard copies of data?
- Yes
- Yes, must shred the copies once scan them into computer

How do you use the attachment levels in SCRIBE?
- Users can upload and download data in a password protect environment
- Use the file as a backup for your grant as well.
- Serves as a source document for an audit.
- Attach pictures from events to store, share, use in marketing

SCRIBE Snippet – Attachments in SCRIBE

See the Town Hall PowePoint and recording for more details.