

Memorandum of Understanding Data Storage and Backup

- 1. Purpose** This Memorandum of Understanding (MOU) establishes an interdepartmental agreement between University Computing Services (UCS) and the contracting department (Department). This agreement is effective the last date signed by UCS and the Department.
- 2. Scope** This MOU provides the framework for UCS services of data storage and backup for the Department, and the method of billing and payment.

Data backed up under the provisions of this MOU will be backed up to tape in the Sliger Building and at the remote Disaster Recovery site.

- 3. UCS Responsibilities** UCS will:
 - 3.1. provide assistance to the Department in connecting to the UCS disk system;
 - 3.2. backup Department's data on a daily basis to the Tivoli backup system;
 - 3.3. instruct the customer on how to restore data from the nightly backups;
 - 3.4. facilitate access to the data.
- 4. Department Responsibilities** The Department shall:
 - 4.1. ensure that this MOU is signed by an official who is authorized to commit funds and sign agreements;
 - 4.2. work with UCS in establishing the proper accounts and structure within Department's file system;
 - 4.3. advise UCS of changes that may effect the data; and
 - 4.4. pay invoices for services in a timely manner.
- 5. Costs**
 - 5.1. Department shall pay UCS for services defined above \$15 per gigabyte per year
 - 5.2. If additional storage is requested, a prorated fee per gigabyte will be assessed for the time remaining on the MOU.
 - 5.3. If Department's nightly backup volume exceeds 10% of a monthly average of Department's data volume, a fee of \$.65 per gigabyte will be assessed for the excess that is transferred to the Tivoli system.
- 6. UCS Billing and Payment**
 - 6.1. The term of the MOU will be from the first of the month after the last signature date for one calendar year.
 - 6.2. Department shall be invoiced monthly in arrears.
 - 6.3. Payment should be made by a Florida State University Interdepartmental Requisition and Journal Entry Form. In filling out the form, select "Other" for the Send To: and write in Office of Technology Integration (OTI). Non University departments should remit payment with a check.

7. Cancellation This agreement may be canceled in 30 calendar days by written notice by either party. If this agreement is canceled, all services under this agreement are canceled and all data will be removed from the storage facility. Reimbursement of funds will be a percentage based on the time left.

DEPARTMENT OFFICIAL:

Signature: _____ Date: _____

Name: _____

Title: _____

Address: _____

Phone: () _____

E-Mail Address: _____

UCS OFFICIAL:

Signature: _____ Date: _____

Name: _____

Title: _____

Phone: () _____

E-Mail Address: _____