AUC SERVERS POLICY

Policy Statement

All AUC-owned production servers - even if administered by non-IT staff - should reside in the IT data center with administrative privilege granted to the department owning the server. Servers used in research would be handled on a case-by-case basis.

Reason for Policy/Purpose

The purpose of this policy is to save office/classroom space in the different departments in addition to providing a more healthy environment for the equipment (A/C, UPS, Fire fighting set up, physical security, ...). By keeping servers in one locale (tailor-made for this purpose), energy conservation in the departments would be achieved.

Who Approved This Policy

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Vice President for Administration &amp; Finance</td>
<td>Mr. Brian MacDougall</td>
<td>17 September 2013</td>
</tr>
<tr>
<td>Chief Technology Officer</td>
<td>Ms. Nagwa Nicola</td>
<td>17 September 2013</td>
</tr>
</tbody>
</table>

Who Needs to Know This Policy

All AUC staff responsible for servers (non-IT included) in schools and administrative offices.

Web Address for this Policy

http://www.aucegypt.edu/about/policies/Pages/default.aspx

Contacts

Responsible University Official: Mr. Hussein Moustafa, Director: UTI
Responsible University Office: University Technology Infrastructure (UTI)

If you have any questions on this policy or procedure, you may:
1. Call mr. Hussein Moustafa at 2615.3562
2. Send an e-mail to hussein@aucegypt.edu

**Definitions:**

<table>
<thead>
<tr>
<th>Term (alphabetical order)</th>
<th>Definition as it relates to this policy</th>
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<tbody>
<tr>
<td>Production server</td>
<td>Servers that have running applications</td>
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**Policy/Procedure:**

- Departments/Schools follow the normal purchasing policy for acquisition of servers.
- Site location of physical servers will be the main data center in the New Cairo Campus (parcel #9).
- Receiving documents (goods receipt) of the servers are still handled by the owning department as well as SAP asset custody.
- Administrative privileges are under the requesting department.

**Forms:**

N/A

**Related Information:**

N/A

**Appendices (Optional):**

N/A

**History/Revision Dates:**

- Origination Date: February 26, 2013
- Last Amended Date: 4 March 2013
- Next Review Date: 4 March 2014