

TOP SIX REASONS TO USE SHAREFILE

1. CDs and DVDs go bad--especially if you used a Sharpie to write on it. The chemicals in permanent markers can break down the materials a CD is made of rendering all or part of the files useless.
2. Diskettes and SD cards go bad. Media types change and so do computers. It's getting harder and harder to find a computer that reads diskettes. If technology changes, the server in Springfield will be upgraded and files will be copied over to the new technology to ensure access to the files indefinitely.
3. Flash drives (a/k/a thumb drives, USB drives) can be broken, rendering them useless. It will be impossible to get the information off if the USB plug is damaged.
4. Major catastrophes. If you are backing up to an external hard drive, this is the best personal storage technology you can utilize right now. However, if you keep your external hard drive in the same place you keep your computer, a fire or other major catastrophe will wipe out both. If your files are on the ShareFile system, they are offsite and safe.
5. Professional responsibility. We hope that we would never need to access your files for this reason. However, if something should happen to you where you are no longer able to produce a transcript, this is a way to provide access to your files if someone else needed to create a transcript from the record you took.
6. To satisfy the *Administrative Regulations* requirement to backup files at least once a month. If you do not have the proper equipment, you will still need to turn in paper notes and upload PDF files. If you do not have internet connection, you still need to turn in files on some other type of computer media (CD, flash drive, etc.).