

AGENDA # G.9
Scio Township Board of Trustees
Backing up O365 data with Drop Suite

FOR MEETING DATE OF: March 19, 2024

PREPARED ON: 3/13/2024

PREPARED BY: Chris Bailey

SUBMITTED BY: Information Technology

ITEM TYPE: Possible Action

BACKGROUND: Currently our data that is stored in the cloud with O365 (Outlook email, SharePoint and OneDrive files) is not being backed up beyond what Microsoft provides. In order to properly secure our data, Scio Township needs to invest in a more robust backup solution than what is provided with Microsoft. This allows us to securely archive data and email accounts no longer being actively used but must be retained for FOIA purposes and other retention rules we must follow. After looking at two solutions, the Drop Suite had many features that will make FOIA searches easier to to preform and protect our data by storing our data in Amazon Web Services GovCloud.

FISCAL IMPACT: \$4500 a year

RECOMMENDATION: The IT Director recommends approving the use of Drop Suite Microsoft 365 GovCloud Backup offering for backing up our O365 data.

MODEL MOTION: To authorize the expenditure of ARPA funds approved by the BOT in October of 2023 to purchase a year of service for Drop Suite to backup our O365 data.

ATTACHMENTS:

[Dropsuite Gov Cloud Feb 2024.pdf](#)

[Drop Suite Gov Cloud Info.pdf](#)

QUESTION: Shall this Motion be APPROVED?