



Texas Higher Education
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Memorandum

November 16, 2018

To: Chief Reporting Officials
Chief Institutional Research Officers

From: Julie A. Eklund

Subject: MoveIt Policy Update

The agency concluded an internal audit during the past year, which resulted in two new required policies related to the MoveIt process:

1. Files in an institution's **Output** folder will automatically be deleted after 90 days. A sub-folder in the **Output** folder will be created and named **Special Projects Folder**. Files that are not CBM output files, such as IPEDS files, will be placed in the **Special Projects Folder** and automatically deleted after 180 days. This policy will be implemented beginning December 1, 2018, and files older than 90 days will be deleted at that time. Moving forward, individual files will be deleted after they have been in the **Output** folder for 90 days or in the **Special Projects Folder** for more than 180 days. If you have files in your **Output** folder, such as IPED files, that you would like to keep for 180 days, copy them to the **Special Projects Folder**.
2. MoveIt passwords will be updated/changed once a year. Annually in March, MoveIt will send an email to the email address associated with the institution's MoveIt account requiring the password to be updated. Lost or forgotten passwords can be reset at any time during the year by having the Chief Reporting Official on record contact Torca Bunton at Torca.Bunton@the cb.state.tx.us or Victor Reyna at victor.reyna@the cb.state.tx.us or (512) 427-6286. I would advise that one senior staff member be assigned the task of managing the MoveIt password process.

Ensuring the privacy of student data is of critical importance. Thank you for your support of these new agency efforts to improve the security of the data submission process.

c: Liaisons
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SPF/vr/bb