

POLICY TITLE: Backup and Recovery Policy
POLICY #: IT - 2
DATE DRAFTED: 09/23/05
APPROVED DATE: 09/23/05
REVISION DATE:
BRIEF DESCRIPTION: Minimum requirements for the creation and retention of computer data backups.

1. Backup and Recovery Policy

1.1. Introduction:

All electronic information considered of institutional value should be copied onto secure storage media on a regular basis (i.e., backed up), for disaster recovery and business resumption. This policy outlines the minimum requirements for the creation and retention of backups. Special backup needs identified through technical risk analysis, which exceed these requirements, should be accommodated on an individual basis.

1.2. Scope:

IT Services is responsible for providing adequate backups to ensure the recovery of data and systems in the event of failure. These backup provisions will allow TVCC business processes to be resumed in a reasonable amount of time with minimal loss of data. Since hardware and software failures can take many forms, and may occur over time, multiple generations of institutional data backups should be maintained.

1.3. Policy Statement:

- 1.3.1. Backups of all institutional data must be retained such that all systems are fully recoverable. All data should be recoverable whatever the failure including individual mechanical failure or disaster recovery.
- 1.3.2. TVCC will use a combination of image copies, full backups, incremental backups, differential backups, or other techniques to meet the goals required to ensure that all systems are fully recoverable.
- 1.3.3. The frequency of backups is determined by the volatility of data; the retention of backup copies is determined by criticality of the data.
- 1.3.4. To ensure that all data is archived in a timely manner TVCC will use "disk to disk to tape" archive strategy for all backups system wide.
- 1.3.5. At a minimum, one fully recoverable version of all critical data must be stored in a secure, off-site location.
- 1.3.6. Derived data should be backed up only if restoration is more efficient than creation in the event of failure.
- 1.3.7. All critical information used on workstations should be placed on networked file server drives to allow for backup.

- 1.3.8. Backup documentation includes identification of all critical data, programs, documentation, and support items that would be necessary to perform essential tasks during a recovery period.
- 1.3.9. Documentation of the restoration process must include procedures for the recovery from single-system or application failures as well as for a total data center disaster scenario.
- 1.3.10. Backup and recovery documentation will be reviewed and updated regularly to account for new technology, business changes, and migration of applications to alternative platforms.
- 1.3.11. Recovery procedures will be tested on an annual basis.

1.4. Windows Servers Backup Procedures

1.4.1. Introduction

Athens Campus files will be backed up using a combination of the REO9000, a robotic library using a SDLT tape drive and Veritas Backup Exec software. Daily, weekly and monthly backups will be done to the REO9000 disk backup unit. To ensure that all data is backed up in the event of catastrophic failure, weekly and monthly backup jobs on the REO9000 will be archived to SDLT tape using a robotic tape library. This archive backup will allow for off site storage of the archived data.

Terrell, Kaufman and Palestine will follow a similar methodology for backup. Files on these campus locations will be backed up using a combination of a standalone SDLT tape drive and Veritas Backup Exec software.

1.4.2. Athens Campus

Initial Backup

When a new server is installed and selected for backup a full backup is made to the REO9000.

Type:	Full backup
Medium:	REO9000
Start time:	Anytime a new server is installed
Frequency:	Once – User determined
Retention:	2 Months

Daily Backup

Daily incremental backups will be done at 11:00 p.m. each Tuesday, Wednesday, Thursday, and Friday.

Type:	Full backup
Medium:	REO9000
Start time:	11:00 p.m.
Frequency:	Daily – Mon, Tues, Wed, Thurs
Retention:	1 Month

Weekly backup

Weekly full backups to the REO9000 will be done at 11:00 p.m. every Monday evening.

Type: Full backup
Medium: REO9000
Start time: Friday- 11:00 p.m.
Frequency: Weekly
Retention: 1 Month

Weekly Archive

The weekly full backup on the REO9000 will be archived to tape using the Tape library.

Type: Full backup
Medium: SDLT Tape using robotic tape library
Start time: Monday 9:00 a.m. – 4:00 p.m.
Frequency: Weekly
Retention: 1 Month
Storage Location: Athens Vault

Monthly Backup

Monthly full backups to the REO9000 will be done at 11:00 p.m. the last day of the month.

Type: Full backup
Medium: REO1000
Start time: Last day of month - 11:00 p.m.
Frequency: Monthly
Retention: 3 Months

Monthly Archive

The monthly full backup on the REO9000 will be archived to tape using the Tape library.

Type: Full backup
Medium: SDLT Tape using robotic tape library
Start time: Last day of month 9:00 a.m. – 4:00 p.m.
Frequency: Monthly
Retention: 2 Years
Storage Location: Athens Vault

Special Backup

A special backup may be needed when prior to changes to a software product or server servers.

Type: Partial or Full backup
Medium: REO9000
Start time: Determined by operator

Frequency: Once
Retention: 1 Month

1.4.3. Terrell Campus

Terrell Campus files will be backed up using a combination of the REO1000, a stand alone SDLT tape drive and Veritas Backup Exec software. The following policy will be followed to ensure that all files and folders are archived and can be retrieved as need.

Initial Backup

When a new server is installed and selected for backup a full backup is made to the REO1000.

Type: Full backup
Medium: SDLT Tape device
Start time: When a new server is installed
Frequency: Once – User determined
Retention: 1 Month

Daily Backup

Daily incremental backups will be done at 11:00 p.m. each Monday, Tuesday, Wednesday, and Thursday

Type: Full backup
Medium: SDLT Tape device
Start time: 11:00 p.m.
Frequency: Daily – Mon, Tues, Wed, Thurs
Retention: 1 Month

Weekly backup

Weekly full backups to the REO1000 will be done at 11:00 p.m. every Friday evening.

Type: Full backup
Medium: SDLT Tape device
Start time: Friday - 11:00 p.m.
Frequency: Weekly
Retention: 1 Month
Archive Location:

Weekly Archive

The weekly full backup on the REO1000 will be archived to tape using the Tape library.

Type: Full backup
Medium: SDLT Tape
Start time: Monday 9:00 a.m. – 4:00 p.m.
Frequency: Weekly
Retention: 1 Month

Storage Location: Athens Vault

Monthly Backup

Monthly full backups to the REO1000 will be done at 11:00 p.m. the last day of the month.

Type: Full backup
Medium: REO1000
Start time: Last day of month - 11:00 p.m.
Frequency: Monthly
Retention: 3 Months

Monthly Archive

The monthly full backup on the REO1000 will be archived to tape using the Tape library.

Type: Full backup
Medium: SDLT Tape using robotic tape library
Start time: Last day of month 9:00 a.m. – 4:00 p.m.
Frequency: Monthly
Retention: 2 Years
Storage Location: Athens Vault

Special Backup

A special backup may be needed when prior to changes to a software product or server servers.

Type: Partial or Full backup
Medium: SDLT Tape device
Start time: Determined by operator
Frequency: Once
Retention: 1 Month

Palestine Campus

Kaufman Campus