

OSU-Okmulgee Backup Policy

<p>Purpose</p>	<p>To ensure server continuity and to support the retrieval and restoration of archived information in the event of a natural disaster, equipment failure, and/or accidental loss of files.</p>
<p>Policy</p>	<p>Procedures should be in place to create backup copies of all mission-critical data stored on OSU-Okmulgee network servers. Mission-critical data is defined as any user-generated data or file configurations stored on the production network. Methods are implemented for authorized users to gain access to the backup data quickly. These procedures are updated yearly to accommodate changes in policies or procedures at OSU-Okmulgee. Offsite storage is used for critical backups and documentation. Access to the offsite storage is secure.</p>
<p>Procedure</p>	<p>Responsibility of CIS: CIS is responsible for backing up user data stored on the network servers. Two employees from OKM CIS are assigned the responsibility of ensuring the completeness of the backup process each day, reporting any failures and taking appropriate action to correct any problems. The server administrator will have the primary responsibility of performing this function on a daily basis and the network administrator will complete the operation in the absence of the primary.</p> <p>Each Friday a full backup of user data will be captured to disc.</p> <p>Each Saturday a full backup of user data will be captured to tape.</p> <p>On Monday through Thursday a incremental backup of user data will be captured to disc.</p> <p>Backup snapshots will be available on disc of the last 28 days at a minimum. Beyond this time period, monthly snapshots will be available.</p> <p>Server administrator transports on a weekly basis a copy of the backups to the offsite facility for safekeeping. The first full backup of each month will be kept for one year.</p> <p>Responsibility of User: Each user is responsible for maintaining copies of data stored on that user's computer(s). In the event that a server data file needs to be restored, the user must call or email the OKM helpdesk with the request. The restoration of lost or damaged file(s) will be completed within a 48-hour time frame.</p>