

Purpose

The purpose of this policy is to define the need for performing periodic computer system backups to ensure that mission critical administrative applications, data and are adequately preserved and protected against data loss and destruction.

Policy

Each unit responsible for providing and operating a mission critical application must document and perform at least **Minimal Data Backup** on a periodic basis.

Computer systems that create or update mission critical data on a daily basis need to be backed up on a daily basis to minimize the exposure to loss of mission critical data.

Minimal Data Backup Policy

Software

All software, whether purchased or created personally, is to be protected by at least one full backup.

System data

System data are to be backed up with at least one generation per month.

Application data

All application data are to be protected by means of weekly full backup.

Storage

All backup media must be stored in a safe and secure location. All weekly backup media must be stored in a fireproof safe. All software full backup and monthly backup media must be stored in an off-site backup archive storage location.