BACKUP POLICY

This document defines the backup procedures to be used for various college systems in order to reduce the impact of various hazards on college IT systems.

Intended Commission

Our backup policy is primarily designed to enable recovery of the operating system and user data following a disaster. One side effect of our procedures is to establish a rudimentary archive, however this is not a design goal. Additionally, the procedures are not primarily designed to protect against user-error such as deletion or overwriting of files.

Backup Operators

Data should only be restored from backup sets by a skilled operator who understands the backup system and procedures. It will be necessary to have at least one qualified backup operator on duty during office hours, or available at reasonable notice for emergency call-out at other times. In addition, detailed instructions should be prepared that will enable a skilled operator, who does not have previous knowledge of the specific backup system and procedure, to perform a crude restore of data.

Storage of Backup Media

Media should be physically separated from the originating host as early as possible and stored securely. Media should be automatically ejected from the data host after writing of a backup set has completed. Daily-incremental backup tapes should be transferred to whichever IT office does not house the live data host, and archival backup sets should be stored in the college data safe.

Recording of Backup Sets

For each backup taken, the date, level, tape identifier and outcome of the backup (success / failure) shall be recorded by the operator in a log. The log shall be kept with the tape box.

Testing of Backup Sets

Backup sets should be tested periodically to ensure reliability of the hardware, media and procedure. Additionally this will enable staff to become familiar with the procedures involved. Testing of a backup set shall involve the restoration of a sample batch of data files, and shall be carried out at least once every 4 months for each level of backup.

Notification

Users who store data on college servers shall be notified of this backup policy from time to time, and advised of best working practice with regard to the reliability of their data storage.

Administrative File Server

Schedule	Level	Storage	Operator	Latency
Friday night	Full + OBDR	Data safe, offsite on 4th cycle.	CO	4 hours[*1]
Mon – Thu night	Differential	Tape box	CO	2 hours

General File Server

Schedule	Level	Storage	Operator	Latency
Monthly	0	Data safe, offiste on 2nd cycle.	CO	4 hours[*1]
Friday night	1	Data safe.	CO	4 hours
Mon – Thu night	2	Tape box	CO	2 hours

Mail Server

Schedule	Level	Storage	Operator	Latency
Friday night	0	Data safe, offiste on 7th cycle.	CO	4 hours[*1]
Mon – Thu night	1	Tape box	CO	2 hours

Accounts Server

Schedule	Level	Storage	Operator	Latency
Mon – Fri night	Full	College safe.	Acct[*2]	n/a

[*1] Offsite tapes may take an extra 24 hours to bring onsite.
[*2] A member of accounts staff will change the tapes, however Accurate Solutions should be telephoned if a restore is required. They can typically do this remotely.

Locations:

Offsite	- as recorded on backup set logs;
College safe	- in the Lodge;
Data safe	- in the Accounts office (member of accounts staff required to access);
Tape box	- in the Computing Manager's office.