



Information Technology Backup Policy

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Introduction

This policy defines the backup policy for computers within Manhattanville College that are expected to have their data backed up. These systems are typically servers but are not necessarily limited to servers.

Purpose

The purpose of this backup and recovery policy is to provide for the continuity, restoration and recovery of critical data and systems in the event of an equipment failure, intentional destruction of data, or disaster.

Scope

The Office of Information Technology is responsible for the backup of data held in central systems and related databases. The responsibility for backing up data held on the workstations of individuals regardless of whether they are owned privately or by the college falls entirely to the user. Users should see the Personal Storage Backup Instructions below for securing locally stored data.

Definitions

Backup - The saving of files to an offline storage media for the purpose of preventing loss of data in the event of equipment failure or destruction.

Archive - The saving of old or unused files to an offline storage media for the purpose of releasing on-line storage room.

Restore - The process of bringing off line storage data back from offline media and putting it on an online storage system such as a file server.

Schedule Full backups are performed weekly starting on Friday evenings through Sunday. Incremental backups are performed Monday through Friday or Sunday through Thursday depending on when the Full Backup was taken.

Retention Full backups and their corresponding incremental backups will be retained for two weeks. So at any one time, we will have retained 2 full backups with their daily/weekly corresponding incremental.

Responsibility

The Technical Director shall delegate a member of the IT Department to perform regular backups. The delegated person shall develop a procedure for testing backups and test the ability to restore data from backups on a monthly basis.

Testing

The ability to restore data from backups shall be tested at least once per month.

Data Backed Up

Data to be backed up includes the following information:

- User created data
- Databases (system and user)
- Application and Operating System Files
- System state data
- Registry (Windows systems)
- Etc directory (Linux systems)
- Active Directory and eDirectory

All IT managed servers and storage, such as networked attached storage devices, are required to be backed up.

Restoration

Users that need files restored must submit a request to the Manhattanville IT Help Desk. Required information includes:

- Server name and or the drive letter
- directory path
- the name of the file
- creation date
- the last time it was changed
- the date and time it was deleted or destroyed.

File-Data Backup Storage Location

All backups are written to a Panzura storage appliance. The Panzura storage appliance is connected to the HP cloud storage controller. Backups are contained on the Panzura storage device and replicated up to the cloud controller.

Personal Storage Backup Instructions

Documents on your desktop are only backed up when you saved them to a flash drive.

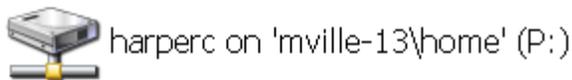
The Office of Information Technology in effort to protect and back-up your documents has provided a “personal” drive for all Full Time Faculty, Admin, and Staff.

To open your personal drive, double click “My Computer” on your desk-top.



Under Network Drives you will notice a “P” drive.

Network Drives



Documents saved on your personal drive will be backed up as a part of Information Technology’s daily back up procedures.