Title: IT Infrastructure Backup Policies

IT Code: 44000

Purpose: The CLASS IT organization is committed to providing reliable and redundant backups of critical system and laboratory generated data on each of the systems, which it administers. The intent is not only to provide a service to the users who may wish to retrieve archived documents which are no longer stored on primary disk storage but also for the preservation of data and equipment in case of unexpected destructive event or systems failure.


Procedure:

Backups

1) Incremental backups are preformed on a weekly basis (Friday) on all user and system disks on all multi-user systems managed by CLASS IT.
2) Full disk backups (image/archive) are performed on a monthly basis for all disks.
3) SQL Database backups are performed following each monthly data release or when the DBA determines that changes to the DB warrant an ad hoc backup.
4) Backup procedures are documented in writing and updated on a regular basis, as changes are required (see IT SOP 44001).
5) There will be a primary and backup staff member assigned to perform the system backups for each system. Both the primary and backup staff member will inspect the backup log to verify the success of the backup and troubleshoot hardware and/or software problem related to the backup procedures.
6) A short written (physical and electronic) log of each backup performed will be created by staff member assigned to perform the backup. A printed copy of this log will be added to the Backup Log Notebook.
7) The CD/DVD containing the backup will be labeled and filed in the Backup Log Book by the staff member performing the backup.
Backup Storage

1) The CD based backups are not rotated. They are permanent archival records. The weekly DVD based backups will be rotated on a monthly basis.

2) The CD based backup disks will be maintained indefinitely. Each full DVD disk backup (image/archive) will be maintained for at least a year. Beyond a year, the first full disk backup for each month will be maintained permanently (estimated shelf is 5 years). Other images will be recycled for other backups.

3) A set of the last two full disk backups and critical boot tapes will be stored in the office of the CLASS IT Manager.

4) All other backup CD/DVDs are stored offsite in a secured

5) Users are responsible to backup all information not on a disk or server managed by the CLASS IT group. This includes all personal computers (PC/PC clones and MACs) as well as workstations not under the aegis of the CLASS IT group. In addition to the use of floppy disks and the CD/RW on their systems, personal computer users can also take advantage of the virtual disk capabilities provided on the NAS (Network Attached Storage) Servers.

8) All CLASS servers are powered by an Uninterruptible Power System (UPS) which can maintain full power to all equipment for approximately 90 minutes which should negate data loss for short term power outages (the most common type during CLASS normal hours of operation).