

# Davis Applied Technology College: A Utah College of Applied Technology Campus Systems Backup Policy and Procedures

**Effective Date: 29 November 2005**

**Administrative Policy**

Administrative Council Approval: 17 November 1995

Campus President's Council Approval: 29 November 2005

## **1. Purpose**

To provide a regular and orderly system of computer information backup to recover in case of possible computer disaster at the Davis Applied Technology College: A Utah College of Applied Technology Campus (College Campus).

## **2. Policy**

College Campus Information Technology personnel shall perform a regular and orderly backup of all computer information systems. These systems are to include student information system, financial information system, and other files stored on the College Campus' computer network. These backups will include daily backups of new or changed information, and regular total system backups. Information Technology personnel will also provide for offsite storage of the computer backup media.

## **3. Procedures**

**3.1.** College Campus Information Technology personnel will perform daily backups of all changed data on the student information system, financial information system, and other computer files stored on the College Campus' computer network. College Campus Information Technology personnel will not be responsible for backup of information on hard drives of individual user's workstations.

**3.2.** College Campus Information Technology personnel will perform weekly total system backups of the student information system, financial information system, and other computer files stored on the College Campus' computer network. This backup is to include all data files, program files, and system files.

**3.3.** Backup tapes will be rotated so that new backups will never overlay the next most recent backup of the same files.

**3.4.** Offsite storage will be provided by College Campus Information Technology personnel for at least one week's worth of backup tapes. This offsite will be located in close proximity to the College Campus.

**3.5.** College Campus employees are encouraged to save all electronic files to either 1) a net work shared work folder if shared with other departmental employees with common responsibilities; or 2) a network personal work folder if files are not sharable due to confidentiality or privacy concerns.