

INSTRUCTION

Administrative Procedure – DATA BACKUP PROTOCOL

External disaster recovery backups to an offsite storage facility are performed on the following servers: Skyward; Special Education Programs; Automated Library System; and the District SAN that contains users' files.

Skyward Financial backups are performed and retained off site by ISCorp, the host of the program.

District-wide IT Data Center Backup Protocol

Person(s) Responsible: Backups are to be attended by the District Network Specialist. If that person is unavailable he/she must notify the District Systems Specialist to verify local and offsite backups were successful. If neither of the above people is available the District Technology Coordinator will verify successful backups.

Procedure: Monday through Friday backups are completed via an automated process early morning or late evening. Brick leveled hard disk backups are stored in three locations – on two separate disk arrays in the data center and one offsite hard disk storage location. Monday – Thursday backups are overwritten. Friday backups are saved as weekly backups and retained for the first three Fridays. Two months of weekly backups will be retained before recycling the disk space (a total of 6 Friday backups).

Storage: The District Network Specialist will take the last Friday USB Disk backup of each month to be stored at the Administrative Service Center. The USB disks will be stored for one year. The June USB Disk will be held for three years. The remaining USB Disks will be placed back into the recycling plan. After three years, the June backup will be put back in the rotation. This does not replace the hard copy of materials needed for auditing purposes.

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