

Girl Scouts of Western Ohio

Backup Procedures

1.0 Overview

This document contains basic guidelines pertaining to the implementation and management of data backup systems within Girl Scouts of Western Ohio.

2.0 Statement of Guidelines

It is a crucial part of IT operations to maintain off-line, or near-line backups of critical data for recovery due to software or hardware failure, user or system administrator error, and natural or man-made disasters. System and user data backups performed by **4BIS.com** are designed to provide a basis for data and service recovery.

3.0 Procedures

Backups of select *systems* and *data* managed by **4BIS.com** are done in an automated fashion. Full and/or incremental backups are processed nightly. The retention time may vary slightly due to tape capacity and unanticipated changes in data. Systems that are not backed up to a remote tape library shall have the backup media removed and stored in an alternate location separate from the backed up system. Ideally the backup media should be stored in a building separate from the backed up system.

Not all *systems* are required to be backed up if their configuration and installation can be easily replicated from other sources - such as automated operating system installs and configuration management systems. However, systems providing the functionality to enable such replication shall be fully backed up.

Data to which **4BIS.com** is custodian to is assumed to be backed up unless other arrangements have been made with the data owner.