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| Section: | IT |
| Title: | Computer System Backups |
| Effective Date: | 10/1/2013 |
| Approved By: | Information Technology |
| Responsible Unit: | Information Technology |
| History: |  |
| Related Documents: |

1. **INTRODUCTION**

This document describes the backup procedure for desktop, server and network devices.

1. **DEFINITIONS**

Full backups – Backup of all the files on a system.

Incremental backups – Backups of only those files that have changed since the last backup.

Retention – The amount of time a backup resides on the backup medium.

1. **PROCEDURE**

**Server Backups**

All production servers are backed up daily. Test/development servers are backed up if deemed necessary. Full backups are performed monthly and incremental are performed daily. Backups are retained for a period of 90 days by default. IT works with campus customer to determine if a different schedule is required for a particular server and adjusts the backup retention to meet the requirements. The actual backup schedule is maintained in the backup system software.

**Desktop Backups**

Desktops are backed up prior to major upgrades such as Windows operating system upgrades or desktop hardware replacements. Regular/daily backups of data stored on the local hard drive are the responsibility of the end-user. Any data stored on a network shares (e.g. H:, R:, S: drives) are backed up with the server (see above).

**Network Device Backups**

Network devices such as switches and firewalls have their configurations backed up daily to server hard drive space. Those backups are then backed up with the normal server backups (see Server Backup above). The retention is at least what the server backup retention is (e.g. 90 days). These configs are also synchronized to encrypted off-site storage for added security.

1. **RELATED DOCUMENTS**
2. **HISTORY**