

3357:13-19-45 Data Backup and Recovery Policy

- (A) The purpose of this policy is to provide consistent rules for data backup management and to ensure backup data is available when needed. Backing up of systems will provide a means to:
- (1) restore the integrity of the computer systems in the event of a hardware/software failure or physical disaster,
 - (2) provide a measure of protection against human error or the inadvertent deletion of important files.
- (B) All computer server systems maintained by the college's Information Technology Services must be backed up on a regular schedule. These systems typically include servers but are not necessarily limited to only servers. Servers expected to be backed up include:
- (1) the file server,
 - (2) the mail server, and
 - (3) the webserver.
- (C) The backup media will be stored in a secure off-site location from the main campus. The off-site location can include "cloud" computer storage.
- (D) The systems backups will consist of regular (full) and incremental backups. Depending upon the size of the system being backed up, all backups may be full backups. These system backups are not intended to serve as an archival copy or to completely meet records retention requirements. Data backup procedures and guidelines may be found in [19-451 Data Backup Procedures](#).

Effective: October 28, 2020

Expires: February 1, 2026

Review Dates: 10/28/20, 2/23/21