



Information and Communications Technology Division

Policy

Effective Date

Date of Last Revision

July 21, 2004

June 20, 2006

Chapter Name

4.0 INFORMATION MANAGEMENT

Chapter Number Title

4.7.2 ICT Backup Retention Policy

1.0 Purpose

The purpose of the ICT Backup Retention Policy is to define backup and retention services for data stored within the ICT production environment.

2.0 Scope

This policy is limited to ICT Production Servers, which are defined as:

Any machine used to store or transfer data between two machines where both machines meet any of the requirements below:

- 1) Part of the Eastern Michigan University (EMU) Enterprise Resource Planning System (ERP); or
- 2) System(s) approved for purchase by the Enterprise Resource Planning System Tactical Committee (ERP-TAC); or
- 3) System(s) whose contract is signed by the CIO of ICT; or
- 4) Hardware/software where memorandum of understanding (MOU) agreements are present between ICT and a department/division, making a machine part of the EMU production environment.

Exceptions to the above definition are: applications used for academic classroom projects; systems purchased for ICT internal use; and duplicate production environments used for testing and training purposes only.

3.0 Policy

All ICT production servers fitting the scope above are to have regular backups performed and retained as necessary for the server. Backups, at minimum, must consist of a full system backup. A copy of the full system backup is to be sent offsite.

The default schedule is at least one full backup weekly. It is recommended that incremental backup be performed on all days when a full backup is not.

The default retention period for full backups is 28 days. The default retention period for incremental backups is 14 days. The default retention period for duplicate tapes (if available) is 14 days.

Full backups must be offsite for a minimum of 1 week.

4.0 Responsibility for Implementation

It is the responsibility of ICT to ensure that data stored on ICT systems has a regularly scheduled backup with an acceptable retention policy. ICT will also make arrangements for backups to be kept offsite.

It is the responsibility of functional users to work with ICT to verify whether their backup and retention is sufficient for their data. Backup and retention periods must be attainable within the technological and financial resources of ICT.

It is the responsibility of the backup administrator to ensure the backups are completed and backups are sent off site as required.

Enterprise Operations staff is responsible for offsite tape management

5.0 Enforcement

The Director of IT Network and Systems is responsible for enforcing this policy.

6.0 Definitions

<u>Term</u>	<u>Definition</u>
Enterprise Resource Planning (ERP) System	The management information systems (MISs) that integrate and automate many of the business practices associated with the operations or production of the University.
Offsite	Iron Mountain storage facility
Incremental Backup	A backup of the changes made since the previous backup.
Duplicate Tape	A copy of a tape, usually for sending off site.
Backup Administrator	The person(s) responsible for performing the backups of a system. In the case of a network based backup, this is Technical Operations staff. If the backup is not network based, the backup Administrator is the system administrator or other designated personnel.
Network based backup	Backups using a centralized backup server, like the EDM.
Production Server	Any machine used to store or transfer data between two machines where both machines meet any of the requirements below: <ol style="list-style-type: none">1) Part of the Eastern Michigan University (EMU) Enterprise Resource Planning System (ERP); or2) System(s) approved for purchase by the Enterprise Resource Planning System Tactical Committee (ERP-TAC); or3) System(s) whose contract is signed by the CIO of ICT; or4) Hardware/software where memorandum of understanding (MOU) agreements are present between ICT and a department/division, making a machine part of the EMU production environment.

7.0 Revision History			
<u>Creator</u>	<u>Description</u>	<u>Submission Date</u>	<u>Approval Date</u>
Gniewek/Rose	Original request/proposed draft of grandfathered doc	July 21, 2004	July 21, 2004
Putney	Revised for new format	May 3, 2006	
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