DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

AUTHORITATIVE POLICY: Information Technology and Security
Board Resolution No.: 2013-10-01

PROCEDURE: 2.13 – Data Backup Procedure

1.0   Introduction

Policy:
The Authority will perform a backup procedure to ensure the integrity and availability of mission critical data.

Purpose:
To define the procedure used to provide a viable backup of Authority data.

Scope:
This policy applies to all Authority data, systems, databases and other stored data in electronic format.

Responsibilities:
The IT Director is responsible for enforcing this policy.

Definitions:
NAS - Network Attached Storage. A NAS unit is a computer connected to a network that provides file-based data storage services to other devices on the network.

RAID - Redundant Array of Independent Disks is a storage technology that combines multiple disk drive components into a logical unit for the purposes of data redundancy and performance improvement. Data is distributed across the drives in one of several ways, referred to as RAID levels, depending on the specific level of redundancy and performance required.

VSS - Volume Shadow Copy Service is a Windows service for capturing and creating snapshots called shadow copies. VSS, which operates at the block level of the file system, provides a backup infrastructure for Microsoft operating systems.

2.0   Procedure:

Backup Strategy

The Authority backup strategy is a hybrid solution that combines on-site backup and off-site replication. This approach provides the convenience and efficiency of traditional backup systems integrated with data replication to a second site providing data redundancy. Currently, the Authority is using *StorageCraft ShadowProtect* software for backup operations. This "sector-level" backup solution captures the entire volume(s), or drive of each server. The type of backup performed is known as Continuous Incremental or Volume Shadow Copy Service (VSS).
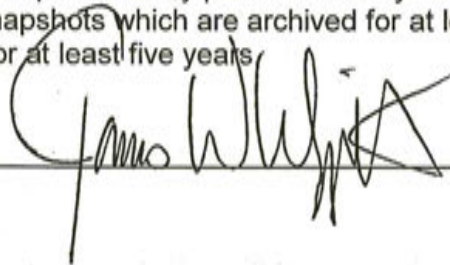
3.0 Storage Media

The Authority backup data is written to a NAS server using a redundant array of hard disks (RAID). The data is then replicated to a dedicated disaster recovery/storage server at a second site located 45 miles away. The primary and secondary data sets are automatically kept in sync by the software suite.

4.0 Backup Schedule

Data snapshots are captured every hour throughout a normal business day (eight snapshots per day, per server) providing multiple recovery points each day. The daily snapshots are consolidated into monthly snapshots which are archived for at least one year. Yearly snapshots shall be archived for at least five years.

Date Adopted: April 1, 2014   Authorized: _____

User Signature _____ Date _____