

# Standard Operating Procedures

**Subject:** Computer Data Backup

**Date:** 15Jun2006

**Purpose:** Set the minimal standards for the backup of computerized files on the Data Management and Analysis Center (DMAC) computer drives.

**Scope:** These standards apply to computerized files in the Data Management and Analysis Center.

**Responsibility:** Maintaining regular backup is the responsibility of the network administrator in FPG IT Services assigned to maintaining the network drives used by the Data Management and Analysis Center. The network administrator is responsible for notifying DMAC of any changes in the backup plan.

## **Backup Creation Schedule:**

- All files located on the DMAC network drives will be backed up according to the following schedule:
  - Once a week backup of all files (full backup)
  - Every night backup files changed since the last week's backup (incremental backup)
  - Keep eight weeks worth of full backups
  - Each month store the current full backup off-site
  - Every six months store the current backup at a second off-site location

In this way, any file created in the last two months should be recoverable. Files older than this are recoverable if they were present at the end of the month.

Local drives will be backed up on a designated day once a week at the user's option. Local drive backups will be maintained at the schedule defined above, except that no incremental backups will be made.

**Verification:** All backups are verified during the backup process.