

EPHRAIM MOGALE LOCAL MUNICIPALITY



BACK-UP POLICY & PROCEDURE

DOCUMENT APPROVAL

Responsible Person:	Name	Signature	Date

Date approved: _____

1. OVERVIEW

This policy defines the backup policy for computers within the Ephraim Mogale Local Municipality which are expected to have their data backed up. These systems are typically servers expected to be backed up include the file server, the mail server and the web server.

2. PURPOSE

The policy is designed to protect the data in the Ephraim Mogale Local Municipality to be sure it is not lost and can be recovered in the event of an equipment failure, intentional destruction of data or disaster.

3. SCOPE

The policy applies to all equipment and data owned and operated by the Ephraim Mogale Local Municipality.

4. DEFINITIONS

Backup; the saving of files onto magnetic tape or other offline mass storage media for the purpose of preventing loss of data in the event of equipment failure or destruction.

Archive; saving of old or unused files onto magnetic tape or other offline storage media for the purpose of releasing on line storage room.

Restore; process of bringing offline storage data back from the offline media and putting it on an online storage system such as a file server.

4. TIMING

Full backups are performed daily basis from 15:30. In the event of maintenance backups shall be performed on Saturday.

5. TAPE STORAGE

The shall be a separate or set of tapes for each backup day including Monday, Tuesday, Wednesday and Thursday. There shall be a separate or set of tapes for each Friday of the month and be identified as Friday 1, Friday 2, Friday 3 and Friday 4. Backups performed on Friday or weekends shall be kept for one (01) month on the applicable Friday. Backups performed Monday through Thursday shall be kept for one week and used again the following appropriate day of the week.

6. TAPE DRIVE CLEANING

Tape drives shall be cleaned weekly and the cleaning tape shall be changed on a monthly basis.

7. MONTHLY BACKUP

Every month a backup tape shall be made using the oldest backup tape or tape set from the tape set.

8. AGE OF TAPES

The date each tape was put into service shall be clearly recorded on the tape. Tapes that have been used longer than six month shall be discarded and replaced with new tapes.

9. RESPONSIBILITY

The IT Supervisor shall be delegated to perform regular backup in the entire institution where server are kept, and Administrators shall perform such duties at Satellite offices and forward such backup on a disk to the IT Supervisor be storage.

The IT Supervisor shall develop a procedure for testing the backups and test the ability to restore data from backups on a monthly basis.

10. TESTING

The ability to restore data from backups shall be tested at least one a month, preferably on the third week of the month.

11. DATA BACKED UP

Backed up data shall include the following:

- i. User data stored on the hard drive.
- ii. System state data.
- iii. The registry.
- iv. Finance.

Systems to be backed up include but not limited to:

- i. file server.
- ii. Mail server.
- iii. Production web server.

- iv.* Production database server.
- v.* Domain controllers.
- vi.* Test database server.
- vii.* Test web server.

12. ARCHIVES

Archives are made at the end of every year in December on the closing day of offices. User accounts data associated with the file and mail server are archived thirty (30) day after the official have resigned from the institution.

13. RESTORATION

Users that need files restored shall submit a request approved by their respective Unit Managers and include information about the file creation data, the name of the file, the last time it was changed and the date and time it was deleted or destroyed.

14. TAPE STORAGE LOCATIONS

Offline tapes used shall be stored in an adjacent building in the server room. The monthly tapes shall be stored at Sekhukhune District offices.
