Bethany Lutheran College, Inc.
SYSTEM BACKUP POLICY

Purpose and Scope

The primary purpose for the backup system is to provide for disaster recovery of key network servers. The backup system is not a long term archival and is not set up to recover individual email messages.

Schedules

1. Full backups of production databases are done on a daily basis to another machine.

2. Full backups of the main administrative storage server are done weekly with differential backups done on the other weekdays.

3. Full backups of other major servers, including email, are done on a weekly basis.

The weekly backups are copied to encrypted hard drives on a weekly basis to be taken off-site to a safety deposit box.

Retention

For on-campus backups, each weekly backup overwrites the previous week's backup.

Off-campus backups are done with a two set rotation where the current backups are copied to one set of drives and brought off-campus to replace the other set of drives that had the previous week's backups.

Shadow copies are also kept on the storage servers which can sometimes be used to recover documents that have been accidentally corrupted or deleted.

Verification

Backup logs are verified on a monthly basis to make sure that they have completed successfully. Database backups are automatically verified as they are routinely used to create up to date play databases.