

**Purpose**

The purpose of this policy is as follows:

- To safeguard the information assets of the Alabama College of Osteopathic Medicine (ACOM).
- To prevent the loss of data in the case of an accidental deletion or corruption of data, system failure, or disaster.
- To permit timely restoration of information and business processes, should such events occur.
- To manage and secure backup and restoration processes and the media employed in the process.

**Scope**

This policy applies to all production servers in the ACOM datacenter.

**Retention Strategy**

The retention periods of information contained within system backups are designed for recoverability and provide a point-in-time snapshot of information as it existed during the time defined by system backup policies.

- Backup retention periods are in contrast to retention periods defined by legal or institution requirements.
- System backups are not meant for the following purposes:
  - Archiving data for future reference.
  - Maintaining a versioned history of data.

**Policy**

Systems will be backed up according to the schedule below:

- All servers are backed up hourly on-site using a Quest Rapid Recovery appliance.
- In addition, all backups are continuously replicated to an off-site Quest Rapid Recovery appliance.
- Recovery points are archived weekly to the Microsoft Azure Cloud.
- SharePoint content is backed up every day at 8:00am and 6:00pm by Microsoft System Center 2016 DPM.

Retention periods are as follows:

- Server recovery point retention for on-site Quest Rapid Recovery appliance:
  - Hourly recovery points are retained for three days.
  - One recovery point per day is retained for four days.
  - One recovery point per week is retained for three weeks.
  - One recovery point per month is retained for two months.
  - One recovery point per year is retained for one year.
- Server recovery point retention for off-site Quest Rapid Recovery appliance:
  - Hourly recovery points are retained for three days.
  - One recovery point per day is retained for four days.
  - One recovery point per week is retained for three weeks.
  - One recovery point per month is retained for two months.
  - One recovery point per year is retained for one year.
- SharePoint content backups are retained for 30 days.

#### Data Recovery

- In the event of a catastrophic system failure, off-site backed up data will be made available within three working days of the replacement of the destroyed equipment.
- In the event of a non-catastrophic system failure or user error, on-site backed up data will be made available to users within one working day.

#### Restoration Requests

- In the event of accidental deletion or corruption of information, requests for restoration of information will be made to the ACOM Information Systems Department.

#### **Effective Date**

This policy became effective on August 2, 2013

All new systems designed and implemented after March 1, 2012, must comply with the security standards in section. Data stewards must have a compliance plan for all systems with confidential data by August 1, 2013.

#### Questions/Waivers

The Director of Information Systems - ACOM is responsible for this policy and is responsible for maintaining the ACOM Data Security Standards.

Questions related to the policy or standards should be directed to the Director, Information Systems - ACOM.

The Dean of the Alabama College of Osteopathic Medicine or designee must approve any exception to this policy. The Dean must approve any exceptions to the Data Security Standards.