



**COMMUNICATIONS TECHNICAL
POLICY/PROCEDURE**

Policy No. 3084	Date Issued: December 10, 2003
Section: 3000 – Technical	Date Revised: September 20, 2023
SUBJECT: BACKUP, USE, AND STORAGE OF COMPUTER FILES	
APPROVED: <u><signed copy on file></u> Amethyst Uchida, General Manager	

1.0 Purpose

- 1.1 To establish a policy governing the backup, use, and storage of computer files, off-site storage of backup media, security of backup files and media, and destruction of backup files and media.

2.0 Backup and Use of Computer Files

- 2.1 All server file systems shall be backed up automatically on a monthly basis. Systems personnel are responsible for reviewing the backup solution to ensure backups are taking place.
- 2.2 CAD system and event files shall be backed up on a monthly basis by Systems personnel.
- 2.3 Closed CAD incident data from the RDW shall be backed up on a monthly basis by Systems personnel.
- 2.4 9-1-1 server files shall be backed up to removable media on a monthly basis by Systems Division Personnel.

- 2.5 File shares used by Admin personnel will be backed up on a monthly basis by Systems personnel.
- 2.6 Intranet Web Files will be backed up on a monthly basis by Systems personnel.
- 2.7 The Authority's Backup Log shall capture at minimum the following information: Database or File being backed up, Media Type, Original Location, and Date of Backup.
- 2.8 In the event of catastrophic data loss for any of the aforementioned systems, Systems personnel shall be responsible for performing any and all restoration of those affected systems.

3.0 Onsite and Offsite Storage of Backup Media

- 3.1 Current backup files are accessible at the Center and are automatically replicated off-site.

4.0 Security of Backup Files and Media

- 4.1 Only Systems personnel shall have access to the location containing the previous month backup data.
- 4.2 The backup media for the current backup is located within the secure offsite area of the Center.
- 4.3 All backups must be encrypted.

5.0 Destruction of Backup Files and Media

- 5.1 When backup media is no longer usable, it shall be physically destroyed by Systems personnel so as to prevent access of confidential information by unauthorized persons.