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North Sound Mental Health Administration

Section 4000 – Information Systems: Data Backup

Authorizing Source:
Cancels: Fiscal Policy 3004.00
See Also:
Responsible Staff: IS Specialist

Approved by: Executive Director
Motion #:

Date: 11/29/2005

POLICY #4014.00

SUBJECT: DATA BACKUP

POLICY

All files on NSMHA servers shall be backed up to removable media.

PROCEDURE

All files created and/or modified by NSMHA staff shall be saved to their appropriate location on the file server. Every weeknight, all files on NSMHA servers shall be completely backed up to removable storage media (portable hard drives, magnetic tape, etc.). After backup has been completed, the media shall be stored in a locked fireproof safe. Physical media is to be rotated nightly and can be reused every 14 days. As a part of the nightly backup process, verification shall take place to ensure the files backed up matches the source files.

Complete offsite backups shall be conducted at the first of each calendar month to similar media. The media is transported to an offsite location and stored in a locked fireproof safe.

Data archiving of files from former staff are backed up to a similar removable media and stored offsite in a secure location.

ATTACHMENTS

None