



Information Technology Policies and Procedures

Computer Backup

Effective Date: July 1, 2009

Board Approval: June 9, 2009

1. Purpose

- 1.1. To provide a regular and orderly system of computer information backup to recover in case of possible computer disaster

2. Policy

- 2.1. TATC Information Technology (IT) personnel shall perform a regular and orderly backup of all computer information systems. These systems are to include student information system, financial information system, and other files stored on the College's computer network. These backups will include daily backups of new or changed information, and regular total system backups. IT personnel will also provide for offsite storage of the computer backup media.

3. Procedures

- 3.1. TATC Information Technology personnel will perform total daily backups of the student information system, financial information system, and other computer files stored on the College's computer network, as well as the "My Documents" folder on individual users' workstations. This backup is to include all data files, program files, and system files. TATC Information Technology personnel will not be responsible for backup of other information on hard drives of individual users' workstations.
- 3.2. Backup tapes will be rotated on a weekly basis, so that new backups will never overlay the next most recent backup of the same files.
- 3.3. Offsite storage will be provided by TATC Information Technology personnel for at least one week's worth of backup tapes. This offsite will be located in close proximity to the TATC.