

City of West Covina
Administrative Policies

SUBJECT: Information Technology Backup Policy

EFFECTIVE DATE: May 19, 2020

PURPOSE: To establish a policy regarding the backup of data and essential systems to ensure recovery/business continuity in the event of a virus attack, software interruption, system failure or other disaster.

Introduction:

Division of Information Technology (DoIT) uses full and incremental backups of all servers and databases; saving data to onsite and cloud storage service. This allows for data to be stored and then replicated in a timely manner. This policy has been designed and implemented with disaster recovery/business continuity (i.e. the ability to recover recent live data in the event of a partial or total loss of data) as key deliverables and is not designed as a method of archiving material for extended periods of time.

The data backups cover all systems managed by the DoIT. Data held and managed locally in departments is excluded unless departments have entered into specific arrangements with DoIT. All staff are reminded that they are individually responsible for data held locally on their desktop or laptop computer. All critical data must be stored on the network drives provided.

A. Backup Schedule:

1. Upon completion of backups, data is stored to a secure remote site for disaster recovery purposes.
2. A limited number of personnel have access to the backup application.
3. Frequency: Server backup daily. Incremental backup every day and full backup on a weekly basis.

B. Backup Access:

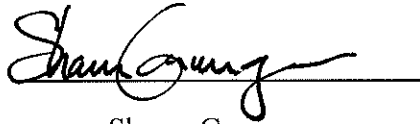
4. Upon completion of backups, data is stored to a secure remote site for disaster recovery purposes.
5. A limited number of personnel have access to the backup application.

C. Backup Policy:

1. The DoIT backup systems have been designed to ensure that routine backup operations require no manual intervention.
2. DoIT ensures regular monitoring of backup operations and the status for backup jobs is checked regularly with a full recovery test yearly and a random partial recovery test quarterly.

D. Restore:

1. Data is available for restore upon request
2. Request for data recovery should be submitted to the DoIT service desk.



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IT Manager



David Carmany
City Manager

5-19-20

Date

*** This policy replaces the former policy dated February 14, 2018**