	Information Technology Policies Manual	Policy Number	IT-13
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	Backup, Recovery & Retention	Due Date for Next Review	01-Sep-2016
	Responsible Office: Chief Information Officer	Pages of this Policy	**1** of **1**

13. Backup, Recovery & Retention

Overview

All UAEU electronic information/data must be backed up using a secure storage media on a regular basis, for the purpose of disaster recovery and business continuity. This document outlines the minimum requirements for the creation and retention of backups. Special backup needs which exceed these minimum requirements, should be accommodated accordingly.

Scope

Applies to all University Community members.

Objective

The objective of this policy is to outline the rules required to make sure that all critical UAEU services' data is backed up and available in case of recovery.

Policy

1. System owners are responsible for providing the backup requirements to ensure successful recovery of electronic information/data in the event of failure. These backup provisions will allow University business processes to be resumed in a reasonable amount of time with minimal loss of data. Since failures can take many forms, and may occur over time, multiple generations of backups should be maintained.

2. The minimum backup requirements are:

   a) Backups of all UAEU information/data and software must be retained such that operating systems and applications are fully recoverable. This can be achieved using a combination of image copies, Full Backups, incremental backups, differential backups.

   b) The frequency and retention of backups is determined by the criticality of the information/data. At a minimum, backup copies must be retained for 90 days.

   c) At minimum, three backup versions of UAEU information/data must be maintained.

   d) At a minimum, one fully recoverable backup version of all UAEU information/data must be stored in a secure, off-site location.

   e) Only UAEU information/data stored on networked file server drives will be backed up according to UAEU backup cycle.

   f) Recovery procedures must be developed and verified frequently.