TAIF UNIVERSITY		**INSTITUTIONAL POLICY AND PROCEDURE (IPP)**	
Department: Deanship of Information Technology (ITD)		**Manual:** IT Policy and Procedure	**Section:** Database
TITLE/DESCRIPTION			**POLICY NUMBER**
Database Backup and Recovery			ITD-٠١٥
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APPROVED BY		**APPLIES TO**	
Dean of Information Technology		Deanship of Information Technology	

PURPOSE

This document outlines the minimum requirements for the creation and retention of backups. Any special backup needs identified through technical risk analysis, which exceed these requirements, should be accommodated on an individual basis.

DEFINITION

N/A

RESPONSIBILITY

The system/database administrator is responsible to:

١. Verify on a daily basis that the backup schedule is operating as per the minimum requirements listed above.
٢. Verify that it is possible to restore files from backup tapes twice per year, for each database;
٣. Verify that backup data from older backups can be retrieved by scanning backup tapes;
٤. Ensure that the correct file protection and file ownership controls are present in the restored files.

CROSS REFERENCES

N/A

POLICY

١. Backups of all data must be retained such that all systems are fully recoverable. This may be achieved using a combination of image copies, incremental backups, differential backups, transaction logs, or other techniques.
٢. The frequency of backups is determined by the volatility of data; the retention of backup copies is determined by criticality of the data. At a minimum, backups must be retained for ٣٠ days.
٣. At least three (٣) versions of the data must be maintained.
٤. At a minimum, one fully recoverable version of all critical data must be stored in a secure, off-site location.
٥. Derived data shall be backed up only if restoration is more efficient than creation in the event of failure.
٦. All critical information used on workstations shall be placed on networked file server drives to allow for backup.
٧. Two spares for all different kinds of servers, Hard Disks and Backup Tapes must be available at least.

PROCEDURE

١. File Restoration

Restoration of files from a backup should be done after:

١,١. An intrusion/attack;
١,٢. The corruption, deletion or modification of files; or
١,٣. When information on an archived backup requires access.
١,٤. Restore Testing;
١,٥. Users may request to restore deleted items for the network storage. Restore request must be fulfilled with approval of the department director.

٢. New Server Backup

Before deploying a new server, the following should be executed:

٢,١. Perform the first backup of the data/information and system files of the server; and
٢,٢. Confirm that a full restoration can be made from the first backup.

٣. Schedule and Retention Period

At minimum, backup schedule should be as follows:

٣,١. Daily incremental backup of file system - to retain ٣ copies indefinitely.

٣,٢. Monthly full backup of system files - to retain ٣ copies indefinitely.

٣,٣. Daily incremental Exchange server database backup - to be retained for ٢ weeks.

٣,٤. Daily incremental backup for Application Database - to be retained for ٣٠ days.

٣,٥. Weekly incremental backup for Application Database - to be retained for ٣ months.

٣,٦. Monthly full backup for Application Database - to be retained for ١ year.

٤. The following backup details should documented

٤,١. The backup software used on the server;

٤,٢. Current vendor contact information;

٤,٣. When new releases are due to be shipped; and

٤,٤. If and when current licenses for backup software expire.

٥. Backup logs should:

٥,١. Generate and record details of files backed up, files skipped, and tapes used;

٥,٢. Be retained for ١٤ days.

FORMS

(UFRF) User File Restore Form

EQUIPMENT

Storage, Backup Tapes

REFERENCES

N/A

APPROVAL:

	Name	Signature	Date
Created by	**Hamed M. Hamed,** Sr. Database Administrator		Oct. ١٠th, ٢٠١٤
Reviewed by	**Musaed Al-Harbi,** Database Manager		Oct. ٢٥th, ٢٠١٤
Approved by	**Dr. Fawaz Alasseri** Dean of Information Technology		Apr. ٢٥th, ٢٠١٨