

**Policy & Procedure Manual**

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## **COMPUTER BACKUPS – FD-IX-3**

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**POLICY:**

The computer information system shall have a full data backup performed on a daily basis.

**PURPOSE:**

To ensure that an accurate backup of all computer information is available in case of a system malfunction and loss of data.

**PROCEDURE:**

1. A full data backup of the server(s) shall be performed on an automatic process configured and monitored by IT Managed Service Provider.
2. Daily backups are retained by Solarwinds.com for a period of 30 days. However, Sunday backups are performed and kept indefinitely.
3. Backup status notifications are received by Payroll & IT Specialist & Director, Finance and Administration daily and are monitored for errors. The IT Managed Service Provider also monitor status daily.
4. Individual user files must be stored on OneDrive and are backed up through the server(s)

**RECOMMENDED BY:** Director, Finance and Administration

**APPENDICES:** 0

**OPERATIONAL ACCOUNTABILITY:** Administration, Finance

**ORIGINAL POLICY DATE:** July 1993

**AUTHORIZED BY:** Executive Director

**SIGNATURE:**

