

CATEGORY: Administration  
POLICY #: C.d.019  
OWNER DEPT: C.A.O.  
APPROVED: April 11<sup>th</sup>, 2014  
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REVISED:

## **Data Backup**

### **POLICY**

#### **POLICY STATEMENT:**

The purpose of this policy is to govern the backup of the Town of Slave Lake's electronic data servers. In addition, this policy will outline the general guidelines in how the electronic data will be backed up, and how often the backups will occur.

It is also the purpose of this policy to protect corporate data, to ensure safe, and secure storage and to allow for emergency restoration of data in a timely manner.

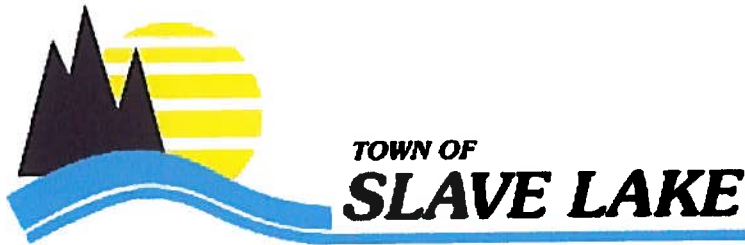
#### **SCOPE:**

This policy governs the data backup of the Town of Slave Lake electronic data servers. The Town of Slave Lake Information Services (IS) Department is responsible for the management of the physical components, as well as the distribution method of the data backup system.

#### **POLICY OBJECTIVES:**

Data backup must occur on a regular basis, and the backed up data must be made available in the event of an emergency. Therefore, the following policy statements must be adhered to at all times:

- 1) The server and a backup appliance will be installed at the Town of Slave Lake office, with a further, redundant appliance to be installed at an offsite location.
  - a. The server and backup will include, but not be limited to the backup of electronic copies of Town documents, email, and finance databases.
  - b. The backup appliance installed at the Town of Slave Lake office will constantly replicate itself to the appliance that is stored off site, using a radio link or a broadband connection.
  - c. The server as well as the backup appliances will be regularly maintained and updated as technology requires and/or makes itself available.
  - d. Monthly spot checks will be done on backed up files to ensure that the backup appliances are working correctly.
- 2) Archive cartridges will be stored in the Town of Slave Lake's safety deposit box on a weekly basis to provide additional information redundancy.
  - a. An archive cartridge will be securely stored in the safety deposit box, to be replaced every Friday with an up-to-date cartridge. The IS Coordinator will update the cartridge, deliver it to a finance delegate, who will replace the stored cartridge in the safety deposit box and return the previously stored cartridge to the IS Coordinator.
  - b. On a monthly basis, archive cartridges will be inspected for any damages or issues that may make for an unstable backup.



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- 3) A regularly updated Data Backup Procedure will be managed by the IS Department to ensure that in the event that the IS Coordinator is unavailable for an extended period of time, the backups can be completed by a delegate.
- 4) This policy will be looked at on an annual basis, to ensure that it is kept up to date with emerging technologies.

### **DEFINITIONS:**

"Backup Appliance" – A storage server that is specifically used to store data, to be replicated on a redundant, similar appliance.

"Archive Cartridge" – A hard drive that can be hot swapped, using an eSATA adapter.

Brian Vance, Chief Administrative Officer

Date: ~~April 11, 2014~~

April 15, 2014.