

Stark County Board of Developmental Disabilities

Policy 6.02 Backup Policy	Effective: 2/27/24
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BACKUP POLICY

POLICY

A backup policy is similar to an insurance policy - it provides the last line of defense against data loss and is sometimes the only way to recover from a hardware failure, data corruption, or a security incident. A backup policy is related closely to a disaster recovery policy, but since it protects against events that are relatively likely to occur, in practice it will be used more frequently than a contingency planning document. A Board's backup policy is among its most important policies.

The purpose of this policy is to provide a consistent framework to apply to the backup process. The procedure will provide specific information to ensure backups are available and useful when needed - whether to simply recover a specific file or when a larger-scale recovery effort is needed.

This policy applies to all data stored on Board systems. The procedure covers such specifics as the type of data to be backed up, frequency of backups, storage of backups, retention of backups, and restoration procedures.

Historical Resolution Information		Reviewer(s):
Date	Resolution Number	Information Technology Manager
1/30/18	01-12-18	
2/23/21	02-10-21	
2/27/24	02-16-24	