

District of Columbia Department of Health		PROCEDURE 720.65 Implementing Office: Chief Information Technology Officer Training Required: No Originally Issued: 12/18/13 Revised/Reviewed: Effective Date: 11/13/14 Valid Through Date:
<h1>Backup Infrastructure Policy</h1>		
Approved by:  Agency Director	Review by Legal Counsel: 	

I. Authority	Reorganization Plan No. 4 of 1996; Mayor's Order 1997-42; DC Official Code §1-1401
II. Reason for the Policy	To provide guidance to DOH, employees and contractors regarding the requirements of the DOH backup infrastructure.
III. Applicability	This policy applies to all DOH employees, contracted staff, volunteers, interns, summer youth employees, and all users of District government Information Technology (IT) resources.
IV. Policy Statement	DOH IT provides backup and restore functionality for its network clients to ensure that the DOH IT infrastructure supports legitimate District government functions and purposes. DOH reserves the right to add restrictions and guidelines regarding the use of the Internet by its users based on specific business requirements and mission. Any authorized user who violates this policy may be subject to suspension of service and shall be subject to disciplinary action, up to and including termination.
V. Definitions	N/A
VI. Contents	A. Introduction B. Backup Policies C. Backup Types D. Retention Period
VII. Procedures	A. Introduction VERITAS NetBackup provides backup & restore functionality for different Operating Systems i.e. Microsoft Windows, UNIX & Netware servers. Administrators can set up a schedule for automatic or unattended backups for clients anywhere in the network. The Backups are managed by the NetBackup Master server. NetBackup Media Manager manages media & storage devices B. Backup Policies Backup Policies are created by OCTO Server Operations to define the rules for backing up a specific group of one or more clients. OCTO

Server Operations can define any number of backup policies, each of which can apply to one or more clients. Backup policies specify when automatic backups will occur for the clients.

Backup policies include the following attributes:

1. Priority of Backups
2. Storage units to use for Backups
3. Volume pool to use for Backups
4. List of client computers covered by the policy
5. List of files to include in automatic backups of the client

Each backup policy has its own schedule which includes the following attributes:

1. Type of schedule
2. Backup Window
3. Frequency
4. Retention
5. Storage Unit
6. Volume pool

C. Backup Types

OCTO Server Operations has implemented the following backup types: full, differential, incremental, and cumulative incremental. The backup window of all types of backups is between 7.00 PM and 5.00 AM

D. Retention Period

The length of time that Server Operations retains backup and archive images are:

1. Full Backup
A full backup contains all the data in the folders and files that are selected to be backed up. It is scheduled to run during the last Friday of every month and the data is retained for 1 year
2. Cumulative Incremental Backup
A cumulative incremental backup contains all files that have changed since the last full backup. It is scheduled to run every Friday and the data is retained for 1 month
3. Differential Incremental Backup
A differential incremental backup contains all files that have changed since the last full, differential or incremental backup. It is scheduled to run every day and the data is retained for 1 month
4. Backup of Application/Database
The database backups are flat file backup. As a policy we

	<p>recommend every DBA export the database files to a flat file in any directory/volume on the server before the backup window.</p> <p>5. Restore</p> <p>The restore of any data; including the database flat files will be initiated within 4 hours upon the receipt of a request to the same location or different location on the server. The DBA is responsible for importing the flat file database files and bringing the database online.</p>
<p>VIII. Contacts</p>	<p>Chief Information Technology Officer - (202) 442-4805</p>
<p>IX. Related Documents, Forms and Tools</p>	<p>N/A</p>