

 <b>VILLANOVA</b> UNIVERSITY	<b>Policy: Data Backup and Recovery</b>
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Financial Affairs Department Financial Information Systems Support Policies and Procedures	Approved: March 12, 2004

### Policy

The possibility of data loss resulting from hardware failure, data corruption, and virus attacks is reduced through a well-planned fileserver backup policy. Financial Affairs policy will include backup schedules, data storage, user requests for saving data, and what data will be backed up.

All Financial Affairs staff are responsible for protecting their business-related files and data. Users who store files on their local hard drives are expected to maintain current copies of these files on appropriate removable media.

### Procedures

#### **Fileserver Backup**

- The Financial Affairs file and print server will be backed up using a differential backup strategy. Full backups are performed every Friday. Any files that have been added or changed since the full backup will be saved on a daily basis.
- At the end of each month, a full backup is run and saved for a period of one year.
- The current backup medium involves 24 GB digital tapes which are stored in the fire-resistant safe in the Financial Services Building. Monthly backup tapes will be stored off-site.
- All staff who have valid user ids on the Financial Affairs server have a "home" directory where they can save important files. All files in the home directories are included in the backup strategy.

#### **Workstation Backup**

- Due to network performance and other problems associated with backing up individual workstations, they are not included in the regular backup schedule. Financial Affairs staff should save important files on the server, or back them up locally on floppy disk or similar storage.
- Upon request, Financial Systems Support will back up all or part of an individual's workstation to digital tape, or will transfer files or directories to compact disk for archive purposes.

- Before upgrading or replacing any workstation, Financial Systems Support will back up files to digital tape or compact disk and retain this data for a period of one month.

#### **Restoring Data**

- Financial Systems Support will restore accidentally deleted data upon request, provided the data was stored on a server directory and the requesting user has appropriate security access for the data.