

Dalton State College

Data Backup and Recovery Policies and Procedures

Revised 12/15/2004

1.0 Overview

The OCIS department at Dalton State College has planned and implemented regular backup procedures and policies to minimize data loss on all of the academic and administrative servers it maintains on and off campus. To further minimize the chance of data loss, all backup media is stored in a secure environment (e.g. fire-proof safe, flood proof area) both on and off campus. It is the responsibility of each server's system administrator to ensure the data is backed up in the time allowed and that the backup media is handled and stored properly. Log files are reviewed daily by the system administrator for verification of the backup. At the beginning of each day, a system administrator will remove the backup media from the server and place it in the secure safe on campus. End of the week backups (e.g. 1st Friday, 2nd Friday, 3rd Friday, etc.) are stored off campus in a safety deposit box at a local bank.

2.0 DSC Faculty and Staff Email Server

Provides email functionality to all full-time and part-time faculty and staff at DSC

Backup Scope

User's email inboxes, email folders, web email preference files, web email signature files, web email address books, web email server software, and various file systems (/home and /etc) containing utilities used in the day to day administration of the server

Backup Frequency

Evenings of Monday, Tuesday, Wednesday, Thursday, Friday

Backup Drive and Media Used

Quantum DLT Drive with DLT Tapes

3.0 DSC Student Email Server

Provides email functionality to all enrolled students at DSC

Backup Scope

User's email inboxes, email folders, web email preference files, web email signature files, web email address books, web email server software, and various file systems (/home and /etc) containing utilities used in the day to day administration of the server

Backup Frequency

Evenings of Monday, Tuesday, Wednesday, Thursday, Friday

Backup Drive and Media Used

Hewlett Packard DDS Drive with 8GB Tapes

4.0 DSC Banner Software/Oracle Database Server

Provides functionality and database storage for student admissions applications, registration, financial aid, academic history, and graduation.

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Backup Scope

All Banner software (e.g. Cobol programs, c programs, sql scripts), Oracle database software, all locally developed programs and sql scripts for reports and processing, and various file systems (/home) containing utilities used in the day to day administration of the server. In addition, the Oracle database's data files are copied nightly to a separate disk for faster recovery and a full database export is performed nightly and copied to the same disk as well. This file system is copied to tape nightly for future recovery from tape should the disk drive fail.

Backup Frequency

Evenings of Monday, Tuesday, Wednesday, Thursday, Friday

Backup Drive and Media Used

Hewlett Packard Ultrium Drive with Sure Store 200GB Tapes

5.0 DSC Infospan Purchasing Card Server

Provides users with the purchasing department client/server access to Bank of America's purchasing card application for various monthly reports and card statements

Backup Scope

All Infospan software and user files

Backup Frequency

Evenings of Monday, Tuesday, Wednesday, Thursday, Friday

Backup Drive and Media Used

Sony DDS3 Tape Drive with 12GB Tapes

6.0 DSC Webserver

Dalton State College's official webserver for all campus, faculty, staff, and divisional webpages.

Backup Scope

MySql databases (/usr/local/mysql/var/), system settings files (/etc), all user and divisional webpages (/usr/local/apache/htdocs)

Backup Frequency

Evenings of Monday, Tuesday, Wednesday, Thursday, Friday

Backup Drive and Media Used

Sony DDS3 Tape Drive with 8GB Tapes

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7.0 DSC Novell Servers

Dalton State College's primary servers for faculty, staff, and administration data storage, and the daily operation of the student computer labs.

Backup Scope

All Novell volumes which contain personal, divisional, or shared folders and data on four production servers.

Backup Frequency

Evenings of Monday, Tuesday, Wednesday, Thursday, Friday

Backup Drive and Media Used

Three Hewlett Packard Ultrium drives with Sure Store 200 GB Tapes

8.0 DSC File Magic Server

Dalton State College's server for storage of data from document imaging.

Backup Scope

All File Magic documents and databases

Backup Frequency

Evenings of Monday, Tuesday, Wednesday, Thursday, Friday

Backup Drive and Media Used

Sony DDS4 Tape Drive with 40 GB Tapes