# LATTC Backup Policy and Procedure

## Objectives:

The objectives of this backup policy and procedure will be as follows:

• To maintain the college information assets.

• To avoid data loss in the case of accidental deletion or corruption of data, system failure, or disaster.

• To manage proper backup & restoration processes for business continuity.

## Backups Policies:

Los Angeles TradeTech Community (LATTC) provides policy-based backups of information assets under its supervision.  Working with LATTC IT staff and its other business functions, LATTC implements backup policies that define:

• Selections: what information is to be backed up on systems?

• Priority: relative importance of information for purposes of the ordering of backup jobs.

• Type: the frequency and amount of information to be backed up within a set of backup jobs.

• Schedule: the schedule to be used for backup jobs.

• Duration: the maximum execution time a backup job may execute prior to its adversely affecting other processes.

• Retention Period: the time period for which backup images created during backup jobs are to be retained.

## Default Schedule of Backups:

Unless a system supporting an application or business function requires a custom schedule, LATTC will conducts backups using a default schedule of weekly full backups and subsequent differential incremental backups prior to the next full backup.  Full backups will back up all files specified within a system's backup policy, regardless of when they were last modified or backed up.  Differential incremental backups will back up all files that have changes since the last successful incremental or full backup.   LATTC schedules backup windows for systems so as to minimize disruption to business functions and ensure accomplishment of the weekly full – daily differential-incremental policies described above.

Restores requires a longer period of time as the last full backup and all differential-incremental backups that have occurred since the last full backup are required.

# Backup Procedure:

LATTC will ensure on an on-going basis that all elements of its backup system are documented and maintained in such a manner as to ensure:

• The integrity and confidentiality of data copied during backup and restore operations

• Appropriate access to data maintained within the backup system

• Recover ability in the face of system failure or disaster

• Optimal performance

• Stability

** See Appendix A for the college backup procedure

Elements of the backup system requiring ongoing systems management include, but are not limited to:

• Client software

• Hardware drivers

• Server software

• Network connectivity & communications

• Storage devices (e.g. tape library)

All backup media must be stored in a secure area that is accessible only to designated IT staff or employees of the contracted vendor used by LATTC.

Backup media will be stored in a physically secured place.

During transport or changes of media, media will not be left unattended.

# Uninterrupted Power Supply (UPS) System:

The college IT department and Plant Facilities deploy UPS systems to maintain high availability and protect the college information systems from a host of power-related issues.   The UPS systems are able to condition power to smooth out spikes, protect against lightning strikes, and keep systems running or

initiate an orderly shutdown during power sags or brownouts.   In addition to the UPS systems in the data centers, the college data centers are also connected to building electric power backup generators to keep run IT systems in the event of an outage.