

BACKUP POLICY

1. **PURPOSE:** This policy establishes standards for backup procedures for University of Portland systems and outlines expectations for frequency and recovery testing.
2. **SCOPE:** The University of Portland requires computer systems maintained by Information Services be backed up periodically, that the backup be stored at a secure off-site location, and that recovery tests are performed on a regular basis. As a result, Information Services will adhere to information technology best practices which call for daily, weekly and monthly system backups. This scheme allows systems to be restored with at most one working days' data missing.
3. **POLICY:** The purpose of the systems backup is to provide a means to restore the integrity of the computer systems in the event of a hardware/software failure or physical disaster and provide a measure of protection against human error or the inadvertent deletion of important files. System backups are not intended to serve as an archival copy or to meet records retention requirements. Individual departments are encouraged to develop their own archival and records retention policies, per federal and state requirements, regarding data they own.
 - a. **Frequency of system/application backups:** Incremental backups will be performed daily. Incremental backups will be saved for a full week. A full systems backup will be performed weekly. Weekly backups will be saved for six months. The last weekly backup of the month will be marked as a monthly backup. Monthly backups will be saved for one year. Incremental, weekly, and monthly backup media that is no longer needed will be recycled or destroyed.
 - b. **Frequency of network file backups:** Incremental backups will be performed daily. Incremental backups will be saved for a full week. A full systems backup will be performed weekly. Weekly backups will be saved for six months. The last weekly backup of the month will be marked as a monthly backup. Monthly backups will be saved for one year. Incremental, weekly, and monthly backup media that is no longer needed will be recycled or destroyed.
 - c. **Frequency of email backups:** Emails will not be backed up. Items that are moved to the deleted items folder will be retained until that folder is cleared out. Once items are removed from the deleted items folder or permanently deleted they can be recovered up to 30 days after removal. In cases of legal retention requirements Information Services must be informed by Human Resources or the Universities General Counsel whose records must be retained so a legal hold can be placed on a faculty/staff/student mailbox. Once a legal hold is placed on a mailbox all records are retained until the hold is lifted.
 - d. **Frequency of desktop backups:** Backups of desktops, laptops, tablets and VDI's are not supported by Information Services. It is the responsibility of the faculty/staff/student to backup their systems. We encourage people to save documents to their P: drive, departmental drive, or University of Portland approved cloud storage.
 - e. **Storage:** Daily incremental, weekly and monthly backups will be stored in a secure secondary data center on campus as well as an off-site location. Access to the secure off-site location and the ability to request backups from this location is limited to the Director of Technical Services, Infrastructure Manager, and the named technicians whose duties require them to perform system backups.
 - f. **Recovery Testing:** Information Services technicians will perform quarterly recovery testing on select system backups to determine if the files and data can be restored.

4. **EXCEPTIONS:** In the unlikely event that a system cannot conform to this policy, the appropriate director will inform the Vice President for university Operations and detail the specific actions being taken and/or resources needed to comply with the intent of this policy.

5. **SANCTIONS:** Accounts and network access may be administratively suspended by the University with or without notice when, in the University's judgment, continued use of the University's resources may interfere with the work of others, place the University or others at risk, or violate University policy. Any violation of this policy by a student may lead to disciplinary charges under the appropriate student disciplinary policy, which may include expulsion or suspension of student status. Faculty and staff violations will be addressed by their respective disciplinary policies and procedures. All known and/or suspected violations will be reported to the Vice President for University Operations. Users of University of Portland computing facilities are subject not only to University Policies, but also to applicable local, state and federal laws.