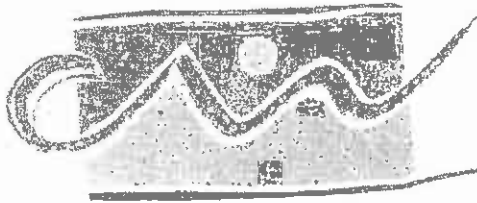




CAPE WINELANDS DISTRICT
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

INFORMATION AND COMMUNICATION (ICT) BACKUP POLICY

**POLICY ADOPTED BY COUNCIL ON 25 APRIL 2012
AT ITEM C.14.3**



CAPE WINELANDS DISTRICT
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

**INFORMATION AND COMMUNICATION
TECHNOLOGY BACK UP POLICY**

POLICY ADOPTED

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1. OVERVIEW

1.1 This policy defines the backup policy for computers within the organization which are expected to have their data backed up. These systems are typically servers but are not necessarily limited to servers. Servers expected to be backed up include the file server, the mail server, and the application servers.

2. PURPOSE

2.1 This policy is designed to protect data in the organization to be sure it is not lost and can be recovered in the event of an equipment failure, intentional destruction of data, or disaster.

3. SCOPE

3.1 This policy applies to all equipment and data owned and operated by the Cape Winelands District Municipality

4. DEFINITIONS

4.1 **Backup** means the saving of files onto magnetic tape or other offline mass storage media for the purpose of preventing loss of data in the event of equipment failure or destruction.

4.2 **Archive** means saving of old or unused files onto magnetic tape or other offline mass storage media for the purpose of releasing on-line storage room.

4.3 **Restore** means the process of bringing off line storage data back from the offline media and putting it on an online storage system such as a file server.

5. TIMING

5.1 Backups are performed nightly on Monday, Tuesday, Wednesday, Thursday, and Friday. If for maintenance reasons, backups are not performed on Friday, they shall be done on Saturday or Sunday.

6. TAPE STORAGE

6.1 There shall be a separate or set of tapes for each backup day including Monday, Tuesday, Wednesday, and Thursday. Friday

6.2 **Tape Drive Cleaning**

6.2.1 Tape drives shall be cleaned weekly and the cleaning tape shall be changed monthly.

6.3 Age of tapes

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6.3.1 The date each tape was put into service shall be recorded on the tape. Tapes will be used for the duration of the factory warrantee, and then discarded and replaced with new tapes.

7 RESPONSIBILITY

7.1 The ICT Manager shall delegate a member of the ICT department to perform regular backups. The delegated person shall develop a procedure for testing backups and test the ability to restore data from backups on a monthly basis. A new person will be delegated every 3 months.

8 TESTING

8.1 The ability to restore data from backups shall be tested at least once per month.

9 DATA BACKED UP

9.1 Data to be backed up include the following information:

- 9.1.1 User data stored on the hard drive
- 9.1.2 System state data
- 9.1.3 Registry

9.2 System to be backed up includes but not limited to:

- 9.2.1 File server
- 9.2.2 Mail server
- 9.2.3 Application servers
- 9.2.4 Domain controllers
- 9.2.5 Test database server

10 ARCHIVES

10.1 Archives are made at the end of every year in December. User account data associated with the file and mail servers are achieved one month after they have left the organization.

11 RESTORATION

11.1 Users that need files restored must submit a request to the help desk. Include information about the file creation date, the name of the file, the last time it was changes and the date and time it was deleted or destroyed

12 TAPE STORAGE LOCATIONS

12.1 Offline tapes used for nightly backup shall be stored off site in a fireproof safe.