

Pine Technical College Policy and Procedure

Policy Number: 704	Date: 12/29/98	Revision Date: 01/07/1999
Division/Department: Information Systems	Author: Ken Ries	
Subject: Data retention		

Authorities:

Minnesota Records Retention Act, Minnesota Data Practices Act, and the Statute of limitations.

Purpose:

To ensure data integrity and security in compliance with all legal requirements. This policy also provides information on the Pine Technical College backup strategy and is part of a comprehensive disaster recovery plan.

Policy:

Storage of files:

Any and all files created by an employee of Pine Technical College are to be saved to the user's network userdata directory or a network location designated by the Information Systems Coordinator. Mobile computer users are responsible for copying any data stored locally to the network on a regularly scheduled basis.

Data backup:

Information Systems staff will perform daily and weekly backups of the network data storage areas.

Data retention:

All backup tapes will be stored in a fire-proof cabinet on-site for a minimum period of 28 days. A monthly backup tape will be created on the last Saturday of each month. The monthly tape will be stored in a secure, off-site, location for a minimum of 6 years.

Procedure:

Storage of files:

A userdata directory is created for each user at the time the account is created. This directory is commonly referred to as a home directory or "H drive" and is displayed as "[username] on Ptc_media\Users\Staff (H:)" in Windows Explorer. This directory is the designated location for all personal data files created by Pine

Technical College employees. Data files designed to be shared by employees also have specific network locations designated by the Information Systems Coordinator. Information on shared file locations can be obtained through the Help Desk.

Mobile computer users are responsible for copying data stored locally to the designated network location in a timely fashion. This can be accomplished while connected to the network within the facility or by utilizing File Transfer Protocol via the Internet outside of the facility.

Data backup:

Daily backups: Information Systems staff perform daily backups of the data areas of the file servers beginning at 11:00 PM Monday through Thursday. The data areas include all of the userdata directories and the various databases that exist on our network file servers. This backup does not affect users who may be on the network.

Weekly Backups: Information Systems staff will perform weekly backups of all of the data areas of the Novell file servers. This data includes all of the application and system files in addition to the data normally backed up during the week. This backup begins at 11:00 PM Saturday night and finishes by 8:00 AM Sunday morning. During this backup window all users will be automatically logged off of the system and the system will not be available until the backup is complete.

Monthly Backups: The last weekly backup of each month will be the monthly backup. Monthly backup tapes will be stored off-site in a safe deposit box maintained by Pine Technical College. Once the backup has been completed, Information Systems staff will label the tape with the month and year and deliver it to the business office to be placed in the safe deposit box.

Requesting file restores from tape: Should it become necessary to have a file or files restored from a backup tape contact the Help Desk. Be prepared by having the file name and location available for example: File name: foobar.doc & location h:\msword\mydir. Information systems can not restore files without this information. Allow a minimum of 24 hours for normal restores, longer if we need to retrieve a tape from off-site storage.

Responsibilities:

Pine Technical College faculty and staff: Proper storage of data on the network as outlined above.

Information Systems Staff: Maintain backup tape rotation and ensure backup data integrity.

Business Office: Maintaining off-site storage arrangements and transportation of

the monthly backup tape to and from off-site storage.

Dissemination:

All Pine Technical College employees

Reviewed by Leadership Team:	Date: 01/11/1999
Reviewed by Faculty Senate:	Date:
Reviewed by:	Date:
Approved:	Date: 01/11/1999