

Back Up Procedure Draft Template

The following is the procedure for all Local Health Departments participating within the DHHR Domain. The Office of Management Information Services (OMIS) is responsible for the installation, maintenance, monitoring and configuration of the back up software and job scheduling. The software in use at our site is {Backup Exec 9.X/ArcServe2000}. During the course of normal back up operations it is possible that open files may be skipped. Specifically {file names, databases}. In order to properly backup database applications (such as Health Stat), it is recommended that the application be closed during the time the job is running.

The person on site responsible for changing the tapes for the back up operation is {name}. The tapes are changed every {day} at anytime during the normal business hours. When the tape is exchanged, the most recent back up set is then stored off site at {location}. Access to this location can be obtained by {list of people, procedure to gain access}. There are enough tapes for at least a four week rotation; which provides a three week retention.