

Policy and Procedure Number:
Effective:

Data Backup and Storage

Purpose

The Jackson County Health Department is committed to computer operations continuity. All data, protected health information and general operating, will be backup regularly and maintained securely at an appropriate off-site location.

Policy

1. The Office of Management Information Services (OMIS) is responsible for the installation, maintenance, monitoring, and configuration of the backup software and job scheduling.
2. If equipment is being moved to another location, the Office of Management Information Services (OMIS) will be contacted and their instructions will be followed prior to moving the equipment.
3. The software in use at our site is _____.
4. In order to properly backup database applications (HealthStat), these applications must be closed during the backup operation.
5. The office assistants in the reception area where the server is located are responsible for changing tapes weekly for the backup operation. In the absence of both office assistants, the Information Security Officer will fulfill this duty.
6. The tape will be changed on Tuesdays.
7. A minimum of two backup tapes will be stored offsite at any given time.
8. Only those whose name appear on the Backup Storage Agreement will be allowed to retrieve a tape from the off-site storage location, Sheriff's Tax Department.
9. All tapes containing data that are not at the Sheriff's Tax Department will be maintained in a fireproof safe at the 504 South Church Street location of the Jackson County Health Department for data protection.

Procedure

1. The Office of Management Information Services (OMIS) will set up and schedule all backup operations. Currently this backup process occurs Monday after hours.
2. The office assistants in the reception area will change the tape at the completion of each backup. This change is scheduled for each Tuesday.
3. After changing the tape, the office assistant will date the label on the outside of the tape storage case.
4. One of the office assistants or the Information Security Officer will take this tape will be taken to the Sheriff's Tax Department for storage in their vault.
5. They will pick up the oldest tape stored at the Sheriff's Tax Department and return it to the fireproof safe located at the 504 South Church Street location of the health department.