

## 2113 – Information Services Data Backup

Backups for all college servers will be kept on this schedule:

### Data on Storage Servers

- End of month will be kept for six 2 months; and
- Daily backups of documents will be kept for 30 2 weeks days.

### Data on Administrative Software Servers

- End of month will be kept for six months; and
- Daily backups of data will be kept for 30 days.

(Based on policy 1111; approved by President on 6/19/12)