

2113 – Information Services Data Backup

Backups for all [institutional college servers](#), [but not limited to servers](#), will be kept on this schedule:

- End of month [backups](#) will be kept for [a minimum of 6 2 months](#); and
- Daily backups ~~of documents~~ will be kept for [a minimum of 4 2 weeks](#).

[Backups of end users' desktops is not performed ever.](#)

Contact(s)

Chief Information Officer

Related Form(s)

Relevant Policy or Procedure(s): [Policy 1111 – Information Technology Purchases and Projects](#)

Approved by: President

Date: 6/19/12

Revision(s):