

2113 – Information Services Data Backup

Backups for all institutional servers, but not limited to servers, will be kept on this schedule:

- End of month backups will be kept for a minimum of 6 months; and
- Daily backups will be kept for a minimum of 4 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): 3/26/18