

Village of Millbrook

Computer Back Up Policy

Introduction

The Village Clerk is responsible under the guidance of the N.Y.S. Archives Department for ensuring that all personal and identifiable data is recoverable in the event of accident loss or damage or technical obsolescence – the rapid advancement of computer technology that can render records inaccessible due to lack of planning.

Electronic records are to have a filing system that mirrors the Village's paper files. A series of electronic folders and subfolders will be created on the server, arranged hierarchically from the general to the specific in a series of directories. For easy retrieval, develop naming conventions that are logical, consistent, and allow sensible sorting. For example, create Village Board of Trustees minutes electronically, use the name of the records series followed by the month, day and year, indicated numerically so that the files sort in chronological sequence: "Minutes 1-1-2013".

The policy was last reviewed on January 14, 2014 and will be reviewed annually at the Re-Organizational Meeting by the Board of Trustees.

Frequency and Timing of Backups

A full back up of Village data is taken every day including:

- All records and KVS, Email, software
- All files held on the server area of the network

The backup is scheduled to run automatically at a designated time daily.

The following should also be backed up where these are held on laptops and desktop computers. However, a separate backup routine may be required which should also be detailed in this policy.

- Calendar, appointments
- Files held elsewhere on the network
- Other relevant software

Storage of Backup Tapes

The backup tapes when removed from the server are stored securely in a locked fire-proof media safe in the Village Hall.

Management of Tapes

Tapes are clearly labeled with a day of the week and used in strict rotation to ensure even wear and immediate identification of any problems with a specific tape.

All data is backed up to tape on a daily basis overnight Monday to Friday. A cycle of one week tapes are used in rotation. Tapes are labeled by month and year to show age and are replaced according to the manufacturer's recommendations. Tapes should be replaced every 2 years.

Security

In addition to fire, flood, and vandalism, computer users must contend with viruses, hackers and hard drive crashes. The physical security of computers will be increased by locking doors and installing fire detection systems. In addition, the Village must implement and update virus protection software and firewalls, and use a system of passwords to protect the Village's information. Additionally the Village contracts with Crash Plan Pro (a pre-approved Dept. of Education Records Management Vendor) for the storage of computer backup data. Daily reports are submitted and logged.