**Computer System Backup Policy**

Effective Date: 03/01/2009

Last Revised: 07/09/2015

Last Reviewed: 02/21/2016

**Audience**

ITS Staff

**Policy**

The Moody Bible Institute requires that computer systems maintained by Information Technology Services be backed up periodically and that the physical backup media is to be stored in a secure non-adjacent building/location. The purpose of the systems backup is to provide a means to: (1) restore the integrity of the computer systems in the event of a hardware/software failure or physical disaster, and (2) provide a measure of protection against human error or the inadvertent deletion of important files. The systems backups will consist of regular full and incremental backups. Systems backups are not intended to serve as an archival copy or to meet records retention policies.  
  
Systems backups will be performed on a regular schedule as determined by the Information Technology Services Network, System & Support group in conjunction with the ITS Management Team.

**Definitions**

n/a

**Procedures**

This policy provides guidelines for establishing backup procedures. Exceptions to the standard procedure are permitted when justified. All exceptions must be fully documented. The standard procedure for systems backup is as follows:

1. A full systems backup will be performed weekly. Weekly backups will be saved for 35 days.
2. Incremental backups will be performed daily for six days then followed by a full system backup. Incremental backups will be retained for 35 days, at which time the media will be recycled or destroyed.
3. All backups will be stored in a secure non-adjacent building/location. Proper environment controls, temperature, humidity and fire protection, shall be maintained at a storage location.
4. All backup media that is not re-usable shall be thoroughly destroyed in an approved manner. Backup media that is used for other purposes shall be thoroughly purged / erased / sanitized.
5. Monthly tests of the backups will be performed to determine if files can be restored.

**Documents**

n/a

**Contacts**

If you have questions or concerns about the execution of this policy, you may contact the Information Technology Services Support Center at 312.329.4067 or [ITS@moody.edu](mailto:ITS@moody.edu) for assistance.

If you have questions about the policy, you may email [ITSpolicy@moody.edu](mailto:ispolicy@moody.edu) for assistance.

**Related**

* Data Retention Policy