COLLEGE OF
Engineering, Architecture
&Technology

Offsite Backup Storage Policy and Procedure	Policies and Procedures CEAT-I-001 Effective Date: 12/10/15

Introduction

1.01 Although it is not specifically addressed in Oklahoma State University Policies and Procedures, the College of Engineering, Architecture, and Technology (CEAT) takes a proactive approach on issues affecting offsite backup storage in information technology. The purpose of the CEAT-I-001 Policy and Procedure is to detail CEAT's policy regarding offsite backup storage, direct CEAT Information Technology Services (ITS) staff on what is expected to successfully comply with this policy, and inform CEAT faculty and staff of the process involved to possibly retrieve lost data.

Policy

2.01 CEAT understands the importance of providing a safe, effective method of preserving all electronic data files that are critical to its higher education mission. CEAT ITS will identify at least one appropriate offsite storage facility to retain data backups and utilize this facility on a consistent basis to safeguard electronic data files.

Procedure

3.01 OneNet, who provides offsite storage for the OSU IT Division, has been identified as the provider that best meets the needs for the CEAT. They will provide the network connection and housing of the offsite storage equipment, while CEAT will provide the equipment and replication software.

3.02 CEAT ITS will be responsible for backing up all data stored on CEAT servers.

3.03 The CEAT ITS Senior Systems Administrator will:

- Ensure the completeness of the automated backup and replication process each day, and
- Report any failures and take appropriate action to correct any problems.

3.04 The CEAT ITS Server Administrator will check the event logs and backup reports daily.

3.05 In the event that a server data file needs to be restored, the user should call CEAT ITS at (405) 744-6582, or post a request on the CEAT Help Desk ticketing portal at http://ceathelp.ceat.okstate.edu/, or send an e-mail request to the CEAT Help Desk at ceathelp@okstate.edu. The restoration of lost or damaged files(s) will be completed within a 48 hour time frame.

Date review completed by CEAT ITS Management: 11/10/15

Date approved by the CEAT Dean and CEAT Executive Council: 12/10/15