Texas A&M Health Science Center Guidelines

29.01.99.Z1.03 Guideline: Backup/Recovery

Approved September 1, 2010
Revised February 13, 2013

Supplements System Regulation 29.01 and TAMU SAP 29.01.03.M1.06

Reason for the Guidelines

Electronic backups are a business requirement to enable the recovery of data and applications in the case of events such as natural disasters, system disk drive failures, espionage, data entry errors, or system operations errors. The Texas A&M University System Health Science Center (HSC) Backup/Recovery guideline applies to all individuals within the HSC that are responsible for the installation and support of information resources, individuals charged with information resources security and data owners.

1. Backup/Recovery

1.1 The frequency and extent of backups must be in accordance with the importance of the information and the acceptable risk as determined by the data owner.

1.2 The HSC information resources backup and recovery process for each system must be documented and periodically reviewed.

1.3 The vendor(s) providing offsite backup storage for HSC must be cleared to handle the highest level of information stored.

1.4 Physical access controls implemented at offsite backup storage locations must meet or exceed the physical access controls of the source systems. Additionally backup media must be protected in accordance with the highest HSC sensitivity level of information stored.

1.5 A process must be implemented to verify the success of the HSC electronic information backup.

1.6 Backups must be periodically tested to ensure that they are recoverable.

1.7 Procedures between HSC and any offsite backup storage vendor(s) must be reviewed at least annually.

1.8 Backup tapes must have at a minimum the following identifying criteria that can be readily identified by labels and/or a bar-coding system:

- System name
2. Violations

Violations of this policy may result in disciplinary action which may include termination for employees and temporary workers; a termination of employment relations in the case of contractors or consultants; dismissal for interns and volunteers; or suspension or expulsion in the case of a student. Additionally, individuals are subject to loss of HSC information resources access privileges, civil, and criminal prosecution.

OFFICE OF RESPONSIBILITY:

Vice President for Finance and Administration