This policy details the telecommunications and computing processes for disaster recovery as detailed at each individual unit level.

**Preparation**

Each unit is responsible for insuring the integrity of their data. This may include any of the following processes:

- Automated backup using the university’s TSM (Tivoli Storage Manager) System
- Manual backup to the UCAF server
- Backup to a secure offsite location
- Back up to CD’s, DVD’s, or other Recordable media including tape or external hard drives

**Recommended backup schedule:**

- Daily – Financial, Payroll and Personnel records
- Weekly – EMS server, TMA server, Sensitive Communications
- Biweekly – Email, Office documents, contracts
- Monthly – All other records

**Recovery**

Use the most recent backup
Reinstall onto computer

Last Reviewed: 4/18/06

**REVIEW AND RESPONSIBILITY**

Responsible party: UCAF Policy Team
Review: Every two years on or before August 31st

**APPROVAL**

Dr: Noel J. Clarke, Business Administrator
Keith T. Kowalka, Assistant Vice President of Student Development