

8300-P162: Backup, Storage, Restoration

I. PURPOSE

This policy establishes requirements for making, storing, and recovering backups of State information.

II. SCOPE

This policy applies to all executive branch agencies, boards, and commissions (collectively referred to as “agencies”).

III. POLICY

A. Backup

1. Requirements and procedures shall be created and implemented within each agency according to the needs of the business. These shall:
2. Require that appropriate and timely backups of mission critical systems be performed according to their agency disaster recovery and/or business continuity plans (see Policy 9400-P200: Information Security Planning).
3. Include requirements for the number of generations or cycles of back-up information to be retained for critical business systems, applications, and databases.
4. Address how backups are made, when backups are made, and who is responsible (including the authority and specific responsibilities for conducting backups and recoveries).
5. Ensure users are trained to store essential data files on an agency network device or otherwise managed so that the information is backed up.

B. Storage, Protection, and Retention.

1. A full backup copy shall be stored in an environmentally protected, access-controlled, off-site storage location.
2. Backups shall be protected such that they cannot be destroyed or read by unauthorized personnel. Encryption of backup files stored off site is recommended.
3. Agencies shall ensure that their backup procedures and implementing activities (recording, retaining, and purging) comply with the Wyoming Public Records Act and Agency retention schedules.

8300-P162: Backup, Storage, Restoration

C. Restoration

1. Backups shall undergo an initial restoration test to verify that it can be recovered and then tested (restoration and comparison of data) on a regularly scheduled basis thereafter (see Policy 9400-P200: Information Security Planning). Documentation of these tests shall be recorded and maintained in agency files.
2. Restoration procedures shall include an inventory of the software and hardware needed for successful recovery. These procedures shall be easily retrievable and maintained in agency files.

CIO Approved Date: 02/01/2010