Standard Administrative Procedure Statement
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.

Reason for Standard Administrative Procedure
The purpose of the backup/recovery procedure is to establish the process for implementing, monitoring, protecting, and testing of the backup/recovery procedures.

Procedures and Responsibilities

1. CONTROLS AND RESPONSIBILITIES

1.1 The frequency and extent of backups shall be determined by the importance of the information, potential impact of data loss/corruption, and risk management decisions by the data owner.

1.2 Mission critical information backup and recovery processes for each system, including those for offsite storage, shall be documented and reviewed periodically. Additionally, mission critical data shall be backed up on a scheduled basis and stored off site in a secure, environmentally safe, locked facility accessible only to authorized TEES representatives (TAC §202.74(b), 05/26/05).

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

1.4 Processes must be in place to verify the success of the information resource backups.

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

1.6 Removable backup media must have, at a minimum, the following identifying
criteria that can be readily identified by labels, external identification system and/or a bar-coding system:

1.6.1 system name;
1.6.2 creation date;
1.6.3 sensitivity classification of mission critical or confidential based on applicable electronic record retention regulations; and,
1.6.4 division information resource contact information (reference Record Management for guidance/list).

Related Statutes, Policies, or Requirements
TAMUS Record Management

Texas Administrative Code §202.74 – Business Continuity Planning
TAMU SAP 29.01.99.M1.06, Information Resources – Backup Recovery
TEES Rule 29.01.99.E1, Security of Electronic Information Resources

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