29.01.99.E1.32 Information Resources – Disaster Recovery Planning

Approved March 29, 2010
Revised June 5, 2013
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Supplements TEES Rule 29.01.99.E1

Standard Administrative Procedure Statement
Maintaining a disaster recovery plan as part of a business continuity plan is of key importance in providing the ability to minimize the effects of a disaster. A disaster recovery plan that is kept up to date and tested on a regular basis allows a division to resume mission-critical functions in a timely and predictable manner.

Reason for Standard Administrative Procedure
This Standard Administrative Procedure (SAP) applies to all mission critical information resources.

Procedures and Responsibilities

1. CONTROLS AND RESPONSIBILITIES

1.1 A documented disaster recovery plan shall be maintained for all mission critical information resources. The plan will contain: measures that address the impact and magnitude of loss or harm that will result from an interruption; identify recovery resources and a source for each; and contain step-by-step instructions for implementing the plan. The information resource owner or designee will approve the plan.

1.2 The plan shall be tested at least annually. Tests of the plan may include a range of testing methods from virtual (e.g., table-top) tests to actual events. The tests shall be documented and the results shall be used to update the plan if needed. The information resource owner or designee shall approve the results of the tests and any resulting actions.

1.3 Back-up/recovery media must be tested on a regular basis to ensure the validity of the recovery media and process.

Related Statutes, Policies, or Requirements

TEES Rule 29.01.99.E1, Security of Electronic Information Resources

TEES Rule 29.01.99.E1.06, Information Resources – Backup/Recovery
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