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North Sound Behavioral Health Organization

Section 4000 – Information Systems: Data Backup

Authorizing Source: North Sound BHO

Cancels: Fiscal Policy 3004.00

See Also:

Responsible Staff: IS Specialist

Executive Director Signature:

Approved by: Board of Directors

Date: 11/19/1998

Motion #: 98-072

Date: 10/3/2017

POLICY #4014.00

SUBJECT: DATA BACKUP

POLICY

All files on North Sound Behavioral Health Organization (North Sound BHO) servers shall be backed up to removable media.

PROCEDURE

All files created and/or modified by North Sound BHO staff shall be saved to their appropriate location on the file server. Every weeknight, all files on North Sound BHO servers shall be completely backed up to removable storage media (portable hard drives, magnetic tape, etc.). After backup has been completed, the media shall be stored in a locked fireproof safe. Physical media is to be rotated nightly and can be reused every 14 days. As a part of the nightly backup process, verification shall take place to ensure the files backed up matches the source files.

Complete offsite backups shall be conducted weekly to similar media. The media is transported to an offsite location and stored in a locked fireproof safe.

Data archiving of files from former staff are backed up to a similar removable media and stored offsite in a secure location.

Reference the Backup Procedures document for specific detailed information regarding the backup process.

ATTACHMENTS

None