

II. Data Backup Plan

- A. The Data Backup Plan must ensure that exact copies of critical data are retrievable. This Plan must allow DMH to decide what and how much information will be backed up and available in the event of a disaster and/or emergency. It also provides information on the media used, the location of the backups, and the person responsible for each backup.
- B. In creating this Plan, include the following steps:
 - a. Identify the backup methods (e.g., full, incremental, or differential backup) and materials (e.g., CD-ROM, magnetic tape, or floppy disks to be used, and the frequency of performing backups based on the criticality analysis.
 - b. Assign a responsible person(s) to manually back up the data sets as determined or to configure the backups to be done automatically by available tools. The backups will be inspected and tested to ensure that their contents are exact copies of the data archived, and that they are restorable.
 - c. Assign a responsible person(s) to catalog, store, and secure the backups in a suitable container and location for such purpose.
- C. Create the Data Backup Plan spreadsheet:
 - a. From the Application and Data Criticality Analysis spreadsheet (Attachment I), copy the Official System Name, System Owner, and Director's Priority Level columns into a new spreadsheet.
 - b. Add columns for Data Backup Method, Data Backup Material, Frequency of Backup, Location of Backup, and Responsible Person to the spreadsheet to create the DMH Data Backup Plan spreadsheet, shown below:

DATA BACKUP PLAN

Date:

Official System Name	System Manager/ Owner	Director's Priority Level	Data Backup Method	Data Backup Material	Frequency of Backup	Location of Backup	Responsible Person

- c. Complete the spreadsheet by filling in all of the data.
 - i. In the Data Backup Method column, include the corresponding data backup method (e.g., full, incremental, or differential backup) for each system identified.
 - ii. In the Data Backup Material column, include the materials used to create the data backups (e.g., CD-ROM, magnetic tape, or floppy disks). In the Frequency of Backups column, include the frequency (e.g., daily, weekly, monthly, quarterly).
 - iii. In the Responsible Person column, identify the person(s) responsible for performing, cataloging, inspecting, storing, and securing the backups.

- d. The System Manager/Owner for each system listed in the Data Backup Plan spreadsheet shall ensure the backup of electronic information as provided, the maintenance of those backups, and offsite storage of the backups. The backups will allow for full system restoration in the event of an emergency.
- e. In implementing this Plan, include all of the following tasks:
 - i. Monitor and track storage and removal of backups; ensure all applicable access controls are enforced.
 - ii. Track the archive requirements for each backed-up data set; ensure they are maintained for the appropriate time period.
 - iii. Test the Data Backup plan as set forth in Attachment VI.