

IS&S – Critical Services Backup Schedules –

Effective date: June 14th, 2017

Banner:

- Backup to disk with automatic replication to the alternate data center.
- Full backups of run every 7 calendar days.
- Incremental backups run every 1 calendar day.
- Retention period – 30 calendar days (4 full backups.)

Windows/Linux servers:

- Backup to disk with automatic replication to the alternate data center.
- Full backups run every 7 calendar days.
- Incremental backups run every 1 calendar day.
- Retention period – 30 calendar days (4 full backups.)

Network equipment:

- Full backups run automatically at each change.
- Retention period - 1 year.

VoIP Phone systems:

- Backup to disk with automatic replication to the alternate data center.
- Full backups run every 1 calendar day.
- Retention period – 1 year

Revision history:

| Date: | Revision: | Editor: | Changes: |
|--------------|------------------|----------------|--|
| 6/13/2017 | 1.0 | Randy Ellis | Document created |
| 6/14/2017 | 1.1 | Randy Ellis | Added revision history, Banner backup information, and effective date. |

