

Effective Date: January 31, 2008

Retired:

Revised: October 1, 2013

Approved by: A. Cherrie Epps, Ph.D.  
President and Chief Executive Officer



Subject: Office of Information and Technology - Backup Tape Off-Site Rotation

**SCOPE:**

The Vice President of Information Technology (VP) is designated as the institutional officer responsible for identifying standards for the protection of information technology resources. This standard defines the requirement for rotating backup tapes to a secure off-site storage facility on a regular schedule.

**POLICY STATEMENT**

Authorized operators and administrators of Meharry Medical College computer and network resources have a responsibility to protect those resources from accidental or intentional loss, alteration, or destruction. This policy provides guidelines for the rotation of backup tapes off site.

**Applicability:** This policy is applicable to all Meharry Medical College administrators and staff who are responsible for the safeguarding of information stored on Meharry servers.

**PURPOSE:**

The purpose of this policy is to ensure that information entrusted to IT and stored on the servers under its control is preserved in the event of a catastrophic loss of facilities, equipment, staff or other resources at the Computer Center on the Meharry campus.

**DEFINITIONS:**

**Authorized Use:** authorized use of Meharry Medical College owned, leased, operated, or contracted computing and network resources is used consistent with the education, research, and administrative mission of the College and is consistent with this policy.

**Authorized Users:** authorized users are (1) current students, faculty and staff of the College; (2) anyone connecting to a "public" Information Technology Station (ITS) or kiosk, and (3) others who have been authorized to use a particular resource by the campus unit responsible for operating that resource.

**CO:** Compliance Officer, the enforcing unit for the Computer and Network Usage Policies at Meharry Medical College.



**POLICIES**

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**MMC:** Meharry Medical College (alias the College) for which the policy manual applies.

**IT:** Office of Information Technology, the source for establishing the Computer and Network Policies at Meharry Medical College.

**POLICY:**

**General Principles**

Administrators and operators of computer server resources at Meharry Medical College are responsible for ensuring that the information stored on those resources is not lost or corrupted in the case of a catastrophic event affecting those resources.

**PROCEDURE:**

The IT staff performs weekly full backups to tape and daily incremental backups to tape or disk. Each Tuesday, a set of full backup tapes for every system is picked up by a driver from Security Archives. This is done on a three-week cycle. At any given time there are two sets of backup tapes in Security Archives' vault at Harding Place near Antioch Pike, plus possibly a set in transit. The tapes are transported and stored in padlocked boxes, to which only IT staff has keys. Only certain IT staffers are authorized to access these backup tapes at Security Archives. There are also certain backup tapes which remain in semi-permanent storage at Security Archives and are only returned upon specific request from IT.

**EXHIBITS: None.**