

Supersedes Policy No: Date:	FLORIDA MEMORIAL UNIVERSITY INFORMATION MANAGEMENT AND TECHNOLOGY POLICIES AND PROCEDURES	Policy No: PN0019 Effective Date: 06/12/01 Attachment(s):
SUBJECT: Backup and Recovery Policies		

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Updated 9/07
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Incremental backups of the Florida Memorial University servers is completed nightly to disk and a full backup is done weekly to tapes. Backup tapes are stored weekly offsite at Iron Mountain. Every effort is made by the IMT staff to prevent loss of data in the event of hardware or software failure or through human error. It must be recognized that in rare cases, it may not be possible to restore the latest version of every data file from these backups and some data may be lost. Because these cases are outside of IMT's control, the staff cannot be held liable for any loss of data arising directly from the failure of hardware, software or from any human error.

A conscious effort is made to maintain system security. However, unauthorized access to information is possible through malicious mischief. The IMT staff cannot guarantee against loss of privacy, theft of information, damage, or loss of data arising directly or indirectly from the absence or failure of system security protection mechanisms.

Much of the software used at Florida Memorial University is purchased from third-party vendors, usually without source code. This limits IMT's ability to repair bugs in software or to modify software. In many cases, several software packages of similar purpose are provided in an attempt to serve a broader range of needs.

Direct SQL server backups will also be run nightly as a redundancy for quicker restorations.