



207C  
Information System Backup

Supporting Procedure (if any)

Prepared By: Finance  
Effective Date: Immediately

Council Approval Date: October 13, 2020  
Council Resolution No.: 20-390

References:  
Records Management Retention Bylaw

**POLICY STATEMENT**

This policy is designed to protect the Town of Olds municipal data in the event of equipment failure, disaster, intentional or unintentional destruction of data.

**PURPOSE**

An Information System backup is to provide a means to restore the integrity of the computer systems in the event of failure, lost or corrupt data.

**SCOPE**

This policy applies to data generated and stored on the Town of Olds' networked information servers.

**DEFINITIONS**

“**Information System**” means an integrated set of components for collecting, storing, processing, and communicating information.

“**Offsite**” means a storage device hosted and maintained outside of the Town of Olds corporate limits.

**RESPONSIBILITIES**

The Chief Administrative Officer (CAO) or designate(s) is responsible for administering this policy within the standards established.

**STANDARDS**

1. The network will be continuously replicated to a server located at the Town of Olds Fire Hall and stored on a network attached storage device.
2. Each night, a copy of the network is automatically sent to an Offsite storage device.
3. In the event the main server is down, everything would revert to the replicated server located at the Fire Hall. Should both of these servers be down at the same time all information from the Offsite storage system would be setup on an Offsite server enabling the Town to continue to access all data.