

Backup and Restoration Procedures Document

1. Purpose

This document outlines the procedures for regular data backup and restoration to ensure business continuity and rapid recovery in case of data loss.

2. Scope

Covers all critical systems, databases, and files that are essential for the organization's operations.

3. Backup Procedures

3.1 Data to be Backed Up

- Application databases
- User files and documents
- Configuration files
- System images

3.2 Backup Frequency

Type	Frequency	Retention Period
Full Backup	Weekly	4 weeks
Incremental Backup	Daily	7 days

3.3 Backup Storage Locations

- On-premises NAS (Network Attached Storage)
- Cloud backup service
- Offsite physical storage (as needed)

3.4 Backup Verification

1. Verify backup completion via automated reports.
2. Perform monthly test restorations to confirm integrity.

4. Restoration Procedures

1. Identify required backup (date and type).
2. Notify relevant stakeholders.
3. Restore data using backup software/tool.
4. Verify restoration integrity and functionality.
5. Document restoration event and results.

5. Roles and Responsibilities

Role	Responsibility
System Administrator	Performs backups and restorations, monitors backup jobs.
IT Manager	Supervises the backup policy and reviews reports.
Backup Operator	Prepares and stores offsite backups.

6. Revision History

Date	Revision	Description
2024-06-01	1.0	Initial draft