Automated Backup Scheduling Policy Documentation

1. Purpose

The purpose of this document is to define the policy and procedures for automated backup scheduling of organizational data and systems to ensure business continuity, data availability, and security.

2. Scope

This policy applies to all data, servers, databases, and infrastructure managed by the organization's IT department that require scheduled backups.

3. Policy Statement

Backups must be scheduled and executed automatically according to the defined frequency and retention requirements. All critical systems and data must be included in the automated backup schedule.

4. Roles and Responsibilities

Role	Responsibility
IT Manager	Oversee backup policy implementation and compliance.
System Administrator	Configure and maintain automated backup schedules and restore processes.
Data Owner	Verify data integrity and backup requirements.

5. Backup Schedule Requirements

- **Frequency:** Full backups weekly, incremental backups daily.
- **Time:** Backups should be scheduled after business hours to minimize disruption.
- **Retention:** Backups retained for a minimum of four weeks; monthly backups retained for one year.

6. Procedures

1. Identify all data and systems requiring backup.
2. Configure automated backup software according to schedule.
3. Monitor backup job logs daily for errors or failures.
4. Periodically test restores to ensure backup integrity.
5. Update schedules as systems or requirements change.

7. Monitoring and Reporting

Backup logs are monitored daily. Failed or incomplete backups are reported to the IT Manager within 24 hours.

Monthly backup reports are reviewed and archived.

8. Review and Revision

This policy will be reviewed annually or whenever significant system or process changes occur.

9. Approval

Name:
Title:
Date:
Signature: