The university is increasingly dependent on computer-related university resources. The ability to recover quickly from the loss of access to university resources is critical. Units must develop comprehensive business continuity and disaster recovery plans that will ensure continued delivery of university services in the event of a disaster or interruption. A disaster can be as minor as the loss or failure of an individual computer or email service, or as catastrophic as a flood or terrorist attack.

The following minimum standards were developed to address business continuity and disaster recovery planning at the unit level. Units and individuals are encouraged to implement any additional plans they deem necessary. These minimum standards should not be used to reduce the level of preparedness that may already exist.

These standards apply to units, university employees, affiliates, associates and volunteers, contractors and vendors and represent the minimum planning and cooperative efforts necessary to develop recovery and business continuity practices. This and all other disaster recovery planning documents should be stored on a variety of media, including hard copy, so that they are readily accessible when needed.

1. **Business Impact Analysis (BIA)/Risk Assessment**

   University units must conduct an analysis of the workflow within the unit, including interdependencies between individuals and other university units.

2. **Coordination**

   University units must establish business continuity and disaster recovery teams. Procedures and responsibilities must be developed for each team identified. Teams may include: communication, incident response, damage assessment, IT support and others. Size, make up and number of teams will be determined by unit needs.

3. **Backup and Recovery**

   University units must establish procedures and policies for backup and recovery of the units’ data. Backups should be routinely monitored to ensure that recovery procedures are functional. Detailed documentation of equipment and software necessary to restore university resources should be created. The equipment necessary to restore systems and data should be documented improving the time and quality of purchasing decisions in the event of recovery needs.

   Backup media and documentation should be stored both on and off site at a university approved location.
4. **Asset Management**

A thorough current inventory of equipment including hardware, software and warranty details should be maintained by university units. A Disaster Recovery and Asset Management system (LDRPS) is available for units through the Center for Computing and Information Technology (CCIT) Business Continuity and Disaster Recovery Office. See related documents section below.

5. **Asset and Media Disposal**

All university units shall follow university guidelines for proper disposal of equipment and media. As equipment is often transferred within the university or sold to outside parties, appropriate steps must be taken to securely erase all data or physically destroy the storage media before transfer or surplus. Paper copies of confidential university data should be shredded or destroyed at a bonded facility.

6. **Contingency Planning**

University units must establish procedures and policies for maintaining time-sensitive operations. In the event of system failure, alternative methods for performing critical functions must be in place to ensure continued operations.

7. **Related Guidance**

Information Security Policy (IS-100)
Information Security Terms Guideline (IS-G100)
Exceptions Procedure (IS-P100)
Guidelines for Generating a Disaster Recovery Plan:
Disaster Preparedness Inventory
Business Impact Analysis Form
Living Disaster Recovery and Planning System (LDRPS)

All italicized terms used in this standard are defined in the Information Security Terms Guideline.

**Revision History**

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