State of Illinois
Department of Central Management Services

BACKUP RETENTION POLICY

Effective March 15, 2011

Version 1.0

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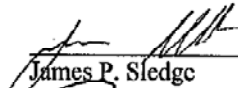## Bureau of Communication and Computer Services

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Effective March 15, 2011

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APPROVAL SHEET

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POLICY STATEMENT

The Department of Central Management Services (CMS) Bureau of Communications and Computer Services (BCCS) will back up electronically stored information (ESI) to promote the restoration of service in the event of failure resulting from a disaster.

PURPOSE

The purpose of this policy is to define the backup/recovery policy for information technology (IT) systems owned and operated by CMS BCCS. This policy is designed to protect State of Illinois ESI, thus ensuring ESI is not lost and can be recovered in the event of a disaster.

SCOPE

This policy applies to all ESI used and stored on the IT systems owned and operated by CMS BCCS.

DEFINITIONS

1. **Electronically Stored Information (ESI)** – General term for any electronic information stored in any medium (i.e. hard drives, back-up tapes, CDs, DVDs, jump drives, and any other form of electronic media capable of storing data) that can be retrieved and examined.

2. **Archive** – The saving of old or unused files onto off-line mass storage media for the purpose of releasing on-line storage room.

3. **Backup** – The saving of electronic information onto magnetic tape or other offline mass storage media for the purpose of preventing loss of data in the event of equipment failure or destruction. While most backups are on magnetic tape-based media today, the term "Backup" or "Backup Media" may also reference other backup media technology including but not limited to, Optical (CD, DVD, WORM, etc), virtual tape systems, USB drives, and other removable media.

4. **Disaster Recovery** – The policies, process, and procedures related to preparing for recovery or continuation of technology infrastructure critical to the State of Illinois after a natural or human-induced disaster. Disaster recovery focuses on the restoration of IT or technology systems that support business functions that fail in the event of a disaster.

5. **IT Systems** – The hardware and software used to store, retrieve, and manipulate information.

6. **Restore** – The process of bringing ESI back from off-line media and putting it on an online storage system when the data on the online storage system is lost or corrupted.

RESPONSIBILITY

1. It is the responsibility of CMS to establish standards for the backup or restoration of ESI.

2. It is the responsibility of each Agency to identify any unique requirements for backup or restoration of ESI in the event of failure.

POLICY

1. Each IT system will be backed up according to its unique characteristics and requirements.

2. Specific back up procedures, standards, and requirements for each IT system will be established to support this policy.

3. CMS will use the Agency's input along with its disaster recovery classifications to establish the priority for restoration of IT systems in the event of failure.

4. CMS will store ESI on backup media in order to restore IT systems in the event of a failure.