

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC WELFARE
INFORMATION TECHNOLOGY STANDARD

Name Of Standard: Server Backup and Restore	Number: STD-SES003
Domain: Platform	Category: Network Platforms / Operating Systems
Date Issued: 05/09/2001	Issued By Direction Of:
Date Revised: 03/18/2010	 James Weaver, Dir of Div of Tech Engineering

Abstract:

Backup and restore of servers is a necessary part of securing the operating system and all other files on the server. In the case of a problem on a server, the server can be restored from a backup that is stored on tape or disc.

General:

The purpose of this document is to list supported backup and restore software used to backup servers at the Department of Public Welfare (DPW), and the media on which the backups are stored.

Standard:

Schedules and Retention

Backups of physical servers and virtual servers are performed everyday of the week. We do both incremental and differential depending on the policy type. The cumulative backups begin at 1800 on the weekdays. The full backups begin on Friday at 1700 and run till 0600 Monday morning. Our retention period is 28 days for servers with the tapes in the library. Production policies are duplicated and sent off-site for an additional 28 days before they expire and return as scratch tape.

Backup Data

Servers are completely backed up except for temporary or inaccessible files (pagefile.sys, recycle bin, files that are assigned or in use). Exclusions are made based on need and volatile data in motion.

Restores

There are currently no restrictions on restores, mostly being performed during the day since backups run after 6:00pm. Restores can be executed from the affected server or from the Netbackup Administration java console.

Software and Media

Server backup and restore is provided by Symantec NetBackup 6.5.5 DataCenter version.

Backup media is on an STK L700 tape library with 35 LTO3 tape drives, 10 LTO4 tape drives and one SDLT tape drive. Currently there is a 1500 tape capacity in the library.

Contacts

To schedule backups contact Network Operating Systems (NOS) at pw-dteserverteam@state.pa.us. If a restore is required, you need to fill out the form on the BIS website at the below URL.

<http://bis/pgm/doc/oisforms/oisforms.asp>

Exemptions from this Standard:

Any request for an exemption to this standard must be made to and approved by the Subject Matter Expert.

Refresh Schedule:

All standards and referenced documentation identified in this standard will be subject to review and possible revision annually or upon request by the DPW Information Technology Standards Team.

Standard Revision Log:

Subject Matter Expert: John Foy jfoy@state.pa.us

Change Date	Version	Change Description	Author and Organization
05/09/2001	1.0	Initial Creation	Unknown
01/23/202	1.1	Small content Change	Bob Minck
01/28/2002	1.2	Style edited	Bev Shultz
02/01/2002	1.3	Small content change	Bob Minck
06/16/2004	1.4	Deleted Arcserve	John Foy
03/18/2010	1.5	Style edited and updated information	Dean Schutte