

Security of Technology and Electronic Data in Event of Disaster – Recommendations
December 10, 2007

I. Administrative Servers

Pre-Disaster Procedures for Electronic Data:

1. Most critical NPC data is stored on servers, however employees may have critical departmental files that are stored on personal computers. For personal computers, please refer to Security/Disaster Recommendations for PCs document.
2. All employees managing data on administrative servers should be familiar with the backup procedures used by Computer Services staff including schedule for transaction backup, file system backup and other backup and/or maintenance schedules.
3. All employees managing data on administrative servers should adhere to procedures as disseminated by Computer Services staff regarding times when transactions or operations should not be performed.
4. Backup of administrative system data will be performed on a transaction basis, daily system backup and weekly full system backup.
5. Backup media will be stored in a safe and secure environment. Designated IT staff will know where tape or other media backup is housed in the event that such media must be removed from building.

Pre-Disaster Procedures for Computer Hardware:

1. Designated IT staff will identify critical servers and storage devices that may need to be removed from the building in the event that such building is in harm's way.\
2. Designated IT staff will remove such equipment to a safe place in the event that the building is in harm's way.

Disaster Procedures:

1. If authorized by appropriate NPC administrator and if performing such actions will not put employee in harms way, the employee should remove all data backup media from the storage area and place the media in an area determined to be safe and secure by the NPC administrator.
2. If authorized by appropriate NPC administrator and if performing such actions will not put employee in harms way, the employee should remove all hardware components from the departmental office and place the hardware in an area determined to be safe and secure by the NPC administrator.