



City of Madison

Information Technology Policy

Backup Systems

Effective: 10/1/2018

Objective: Provide a means to restore information in the event of an incident or disaster.

Policy

Full Backups

Backup all files on the network.

- Weekly – weekends during non-peak network utilization times: 6:00 pm Friday – 7:00 am Monday.
- Retained for 4 weeks.
- Last weekly backup of each month is classified as a monthly backup and is retained for 3 months.

Incremental Backups

Backup files that have been modified since the last full backup.

- Daily – Monday through Friday during non-peak utilization times: 6:00 pm – 7:00 am.
- Retained for 7 days.

Restoring Files

- In order to restore archived data, backup media devices, servers and software will be kept as long as archived data exists for that media.
- Requests to restore data (i.e. spreadsheets, word processing documents, email, application data, etc.), that was removed from the network one year or less from the date of the request, can be accomplished by submitting an email or phone request to the City of Madison Help Desk.

Program Contact:

Network Administration

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