



HOLY TRINITY C.E. PRIMARY SCHOOL

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It is our policy that the School's Admin Officer should follow the Royal Borough of Windsor and Maidenhead recommendations. These are as follows

SIMS Database Backups

Database backups should be taken on a daily basis by the. This can be done manually in SIMS System Manager or as a Scheduled Task using the DBAttach utility and setting up a Windows Scheduled Task for running later in the day when users are not logged in.

Care should be taken to tidy backup files on a regular basis to prevent the hard disk on the database server machine from becoming too full. It is recommended that these backups be tidied on a weekly basis ensuring that the two most recent backups are left in place.

System Backups to Tape

What to Backup

The following data areas should be backed up as a minimum:

SIMS Database backups (as above).

Docstorage area for the Document Management Server

The SIMS folder.

User areas or Home folders.

How Often

We recommend that full backups are done on a daily basis as a minimum. Backups should also be taken when any change is to be performed to the PC such as a software or hardware upgrade.

The use of incremental backups is not recommended as ascertaining the number and correct sequence of tapes to restore data can be fraught with problems. This method can also be risky as it relies on the integrity of all the tapes in the restore sequence.

Minimum Backup Regime

We now recommend that schools have a **minimum** of **eight** data tapes and that backups are carried out as follows:

Monday: Full backup (tape to be kept for 4 weeks).
Tuesday to Friday: Full backup (tape to be kept for one week).

Tapes should be replaced annually as a minimum.

It is emphasised that this is a minimum regime and many schools will have more comprehensive backup regimes in place, which should be continued.

Tape Storage

Tapes must be stored in a secure place, ideally in a fireproof safe. It is also recommended that selected tapes are kept off-site.

Backup Integrity

The success of each backup should be checked on a daily basis by interrogating the reports which are available in the backup software.

Backup integrity must be checked on a weekly basis as a minimum by restoring at least one of the files from the tape. Even if the backup is set to verify you may only find that there is a problem at the point when you try to restore the data.

Contacts

Queries about the above can be directed to:

IT Helpdesk: 01628 796171 or schools.helpdesk@rbwm.gov.uk

Data tapes can be purchased through:

John Morgan: 01628 796631 or john.r.morgan@rbwm.gov.uk

<p>Approved by FGB: 15.03.11 Review period: 3 years Next review due: Mar 2014 Lead group: F&R Com</p>
