

 <p><b>Category:</b> Information Technology</p> <p><b>Applicable for:</b> Technology Services</p>	<p><i>Procedure/Guideline Title:</i> <b>Disaster Recovery</b></p> <p><b>Effective Date:</b> 11.16.2016</p> <p><b>Prior Effective Date:</b></p> <p><b>Enabling Act:</b> Technology Steering Committee Approval</p>	<p><i>Number:</i> <b>034.TS.207</b></p> <p><b>Owner:</b> Technology Steering Committee</p> <p><b>Responsible Office(s):</b> Technology Services</p>
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## Background

As an institution of higher learning, UC Clermont both uses information technology and supplies it to the members of the university community. This procedure has been developed to outline the specific details relevant to data/application recovery in the event of a disaster and protection of UC Clermont systems from possible disaster. It works to create a framework that ensures an effective technology infrastructure for all faculty, staff, students and visitors at the college. The primary directive of technology at UC Clermont is to support, promote and enhance the learning process.

As per the University of Cincinnati's policy on Information Technology, all operating units that use information technology shall be responsible for:

- Developing and implementing, when appropriate, additional IT policies, guidelines or procedures specific to their academic or administrative units.

### Disaster Recovery Procedure

The following items are outlined in this procedure:

- Emergency Contact List
- Documents
- Document Timeframe

### Emergency Contact List

Primary: Mel Sweet  
Director, Core Services  
Work: 513.732.5323, Cell: 513.833.1331

Secondary: Jason Shoemake  
Manager, Client Services  
Work: 513.558.7441, Cell: 513.295.4867

### Documents

A hardcopy and electronic copy of the disaster recovery plan will be maintained in the UC Clermont Data Center, and a fireproof safe at an offsite location (UC-East Data Center as of 05/2016). The following documentation will be included in the disaster recovery plan:

- Emergency contact lists (includes essential UC staff and vendor information)
- Backup strategy (local user data, applications, network configs, etc.)
- Data backup retention strategy
- Server inventory and role listing
- Architecture descriptions and diagrams

### **Document Review Timeframe**

- Emergency contact lists - **monthly**
- Backup strategy – **quarterly**
- Data backup retention strategy - **quarterly**
- Server inventory and role listing – **quarterly**
- Architecture descriptions and diagrams – **quarterly**
- Recovery procedures – **quarterly**

Technology Services      513.732.5216

### **History**