

<b>OFFICE</b>	<b>Backup of Computer Files</b>
<b>Responsibility of</b>	<b>Office Manager</b>
<b>Objectives</b>	To ensure that the Board's digital files are backed up on a daily basis.
<b>Procedures</b>	<ol style="list-style-type: none"> <li>1. Each day the Office Manager will replace the removable Back Up Drive in the server with a replacement Back Up Drive. The Board owns 5 removable drives that hold backups of data.</li> <li>2. The removable drives are labelled as working days (Mon-Fri) and are used on a rotational basis.</li> <li>3. Each month the Board Office Manager will upon completions of the financial reconciliation for the month backup the MYOB financial files of the Board onto a USB drive at the server.</li> <li>4. There are 12 USB's and these a labelled monthly.</li> <li>5. All hardware used by the Board is generic and the information contained on the removable drives in the event of a problem with the server be restored by the Board's external IT support agency.</li> <li>6. Each backup, daily or monthly will be taken off site at the end of each day and stored in the hard plastic container by a member of staff in a static free environment.</li> <li>7. Each month the removable drives will be tested by undertaking a restoration of a file to ensure that these drives are operational and maintained in accordance with original specifications.</li> </ol>
<b>Board Expectations</b>	<ul style="list-style-type: none"> <li>• That the digital files held by the Board are safe in the event of a server breakdown or a disaster to the Board's facilities.</li> <li>• That files that are inadvertently deleted or corrupted on the server can be restored from a backup copy.</li> </ul>
<b>Document Control</b>	<ul style="list-style-type: none"> <li>• Document Approved Nov 2016</li> <li>• Approved Dec 2019, Nov 2020</li> </ul>